

Mountfields Lodge Primary School (Academy)



*(Administration of
Medicines)*

Medications Policy and
Management Procedures

Aim High, Reach for the Sky

Medications Policy and Management Procedures

This policy will be reviewed every 3 years, or when DfE legislation requires a review, or when requested by staff, governors or parents.

Policy Review: 2019

Mountfields Lodge Primary School

Medication Policy & Management Procedures

This policy follows guidance from Leicestershire County Council August 2014 as well as the DfE guidance 'Supporting pupils at school with medical conditions – April 2014 and DoH 'guidance on the use of emergency salbutamol inhalers in schools.

MEDICATION POLICY

The Board of Governors and staff of Mountfields Lodge Primary School wish to ensure that pupils with medication needs receive appropriate care and support at School.

The Head teacher will accept responsibility for members of the school staff giving or supervising pupils taking prescribed medication during the school day. Where possible, pupils should be encouraged to self-administer under supervision.

It must be stressed that where prescription drugs are administered it shall be by those members of staff that have volunteered (unless medically trained staff are specifically employed).

It should **not** automatically be assumed that a qualified First Aider will fulfil this role.

- Staff will not give a prescribed/non prescribed medicine or care unless there is specific written consent from parents.
- An individual Care Plan should be drawn up for the pupil.
- A secondary check must be made prior to medication being taken / given.
- **The School will not accept items of medication in unlabelled containers.**

PROCEDURES

- In the first instance, the Head Teacher should be informed of an individual's diagnosis and prescription medication.
- An appropriate staff volunteer will meet and discuss the issues with the parents/guardian of the pupil.
- *The member of staff volunteering will be offered professional training and support in relation to the needs of the individual by a suitably competent person. (this may be by a qualified trained nurse) Training records are maintained centrally.*

RESPONSIBILITIES

Parents/Guardian Responsibility

- To provide a comprehensive information guide specifically relating to the pupil's condition and medication.
- To supply only reasonable quantities of medication to the school (e.g. maximum 4 weeks at any one time).
- Where pupils travel on school transport with an escort, Parents/Guardian should ensure that the escort has a copy of written instructions relating to medication of the individual.
- To notify the school of changes in a prescription drug issued by GP.
- To collect and restock medication if necessary from school at the end and start of every term in a secure labelled container as originally dispensed.
- To ensure that Epi pens, and other medications, are within date.

School Responsibility

- To keep medication in a known safe secure place (not necessarily locked away) N.B.

some drugs may require refrigeration. To keep medication in the school office or the staffroom fridge when refrigeration is necessary

- To ensure that where emergency medication is prescribed it remains with the pupil at all times, unless otherwise agreed/directed, e.g. EpiPen, Asthma inhalers (kept in baskets in each classroom)
- Maintain and record dosage prescribed/administered.
- Identify if additional training needs are required for staff. Source and arrange training.
- Store the Care Plan for an individual pupil identifying supporting staff where necessary; storage should be in a pre-agreed and confidential place in the classroom (i.e. in a pupil file or in a bum bag with a supporting member of staff) or in a centralised place in the School Office (cabinet adjacent to Office Reception desk) Where emergency medication is kept on site the care plan is also kept with this.
- **If a medical emergency develops activate the relevant procedures and call 999**

G.P/Consultant/Medical Professional Responsibility

Prescriptive labelled drugs must contain:

- Pupils name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important) i.e., refrigeration
- Expiry Date

Consent Forms

Appendix A – General Care Plan for short-term administration of medicines

Appendix B – IHCP (Individual Health Care Plan) – supporting pupils with medical conditions

Appendix C – Health forms for the treatment of epilepsy

Appendix D – Emergency Action Plans – Anaphylaxis (these are supplemented by school health care plans)

Appendix E – guidance for settings on the management of diabetes mellitus

Appendix F – Advice on medical conditions

Appendix G – School Asthma Policy