



Medication Policy

November 2009
Review November 2010
Review Led by Chris Berry

For the purpose of this policy the term 'administer' is taken to mean that the child will take their own medication under the supervision of a member of staff, unless specifically stated otherwise.

There is no legal duty which requires schools to administer medicines to pupils. However, Barr Beacon Language College, at the discretion of the Headteacher, will agree to administer medicines to pupils in limited and exceptional circumstances and only in line with this policy.

Barr Beacon Language College will encourage parents/guardians to ask prescriber's that, where possible, the medication could be taken outside of school hours e.g. medicines that are taken three times a day could be taken before school, after school and at bedtime.

Medicines will only be administered by trained First Aiders. However, all staff retain the right to refuse to administer any sort of medicine.

All requests made by parents or guardians for the school to administer medicines must be made in writing and addressed to the Headteacher and should include detailed instructions to staff in order to avoid under/over administering (see appendix A).

It is Barr Beacon's position that whilst every encouragement should be given to children to attend school, a child who is clearly unwell should not be sent. A child who is infectious or contagious must not attend. For further information or guidance please see the poster entitled "Guidance on Infection Control in Schools and Nurseries" or visit -

http://www.hpa.org.uk/web/HPAwebFile/HPAweb_C/1194947358374.

Circumstances

The circumstances in which medication will be administered to pupils are:

- i. A child suffering from a long term illness requiring constant medication. e.g. Epilepsy, Anaphylaxis or Diabetes.
- ii. A child who is recovering from a short term illness, who is well enough to return to school but must complete a course of prescribed medication.
- iii. A child has been prescribed medication to help with behavioural difficulties or to prevent an infection developing.

In all other instances, it is expected that children will be prescribed medication to be taken outside the hours of the school day or parents/guardians will be expected to come into school to administer their child's medication.

It should be noted that a child who has been prescribed antibiotics is not to return to school until he/she has completed at least two days of the course. The exception to this rule is if the antibiotics are precautionary (as mentioned in point iii above).

Occasionally, a child falling into one of the above categories, may suffer from a particularly complex health condition, which the school may find difficult to support due to the level of expertise required. Requests for assistance in these situations will be considered by the Headteacher in consultation with medical professionals and the parents/guardians of the child on a case-by-case basis.

Prescribed Medication

Where Barr Beacon does agree to assist in administering prescribed medication, parents/guardians, are responsible for providing full information about their child's medical needs. This will include details of all medicines prescribed and any changes to prescriptions. The school will only agree to accept medication which has been prescribed by a Doctor, Dentist or similarly qualified medical professional. Medicines should always be provided in their original containers as dispensed by the pharmacist and include the name and address of the patient and the prescriber's instructions for administering should also be included. **Medicines will not be accepted by Barr Beacon Language College if they are not in their original containers.**

Non-Prescribed Medicines

It is the policy of Barr Beacon Language College not to administer any non-prescribed medicines if pupils bring their own non - prescribed medication into school then they can report to the medical room to self administer it. The only exception to this rule is where a child is involved in a school trip and is required to travel by coach or similar transportation and the child is known to suffer from travel sickness. In such cases, Barr Beacon agrees to administer travel sickness medication as directed in writing by the Parent/guardian of the child, provided the medication is in its original container.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act 1971 (amended 2005). Some medicines are prescribed to be used for children. Only trained First Aiders will be used to administer a controlled drug to the child for whom it has been prescribed, and will only be done so in accordance with the prescriber's instructions.

Procedures for Handling and Storing Medicines

Any medication for a child that it has been agreed the school will administer, must be given to the school by the parent/guardian and be signed in with instructions of how many days the medication is to be administered. It will be the child's responsibility to ensure they go to reception at appropriate times in order to take their medication. Any medication which is left after the amount of days instructed for the course must be collected by the parent/guardian and signed out for safe disposal.

All medicines must be clearly labelled with the child's name and form group.

Most medication will be stored in a locked cupboard in the Medical room. Certain medicines, which require refrigeration will be kept in the fridge in the medical room, which will also be locked.

Barr Beacon agrees to hold a small supply of high glucose products for those children with Diabetes, these products must be supplied by the parent/guardian and labelled with the child's name and form group.

A child who has been prescribed a controlled drug may legally have it in their possession. However, due to health and safety and the possibility the medicine may be misplaced by the pupil, Barr Beacon does not authorise pupils to carry medication during the school day. Any medication found on a pupil will be taken to the school

office and locked in the medical cupboard, with the child's name recorded on it and the parent/guardian contacted to inform them of the correct procedure.

The only exception to this is pupils suffering from asthma who need inhalers, they will be expected to keep these and self administer when necessary. Under no circumstances should a child share his/her inhaler with another child. Parents must ensure that their children are fully aware of the risks involved in using another child's inhaler.

Procedures for Administering Medicines

Any member of staff administering medication should be First Aid trained and should first check:

- That a written request has been received from the parent
- The child's name
- The prescribed dose
- Written instructions provided by the prescriber on the label or container
- The expiry date
- When last dose was taken

Once a dose of medication has been administered it should be recorded (appendix A). If in doubt about any procedure, the staff member will not administer the medication and will check with the parent at the earliest opportunity before proceeding.

Where the medication prescribed is of a sensitive nature (e.g. rectal diazepam) the parent/guardian must come into school and administer the medication.

The parental consent forms and Administering forms, will be kept in a file in the school office (see appendix A).

Educational Trips and Visits

If a child requiring medication is out of school on a trip, the procedures previously described will apply as far as possible, but with minor amendments. The medication along with the consent form and record of administering will be held by the trip leader. When medicines are administered the same conditions and recording procedures are to be followed.

Refusing Medication

The school will only supervise a child taking medication. If the child refuses to take their medication Barr Beacon will not force them to do so. However, the child's parent/guardian will be contacted to inform them of the refusal as soon as possible.

Staff Training

Any member of staff who agrees to accept the responsibility for administering prescribed medications to children will receive appropriate First Aid training and guidance. Additional training may be required due to specific and individual cases.

Staff who have children in their classes with specific medical needs will be informed about the nature of the condition and when/where a child may need extra attention.

Appendix A

**Barr Beacon Language College
Prescribed Medication Record**

Childs Name _____ Form Group _____

Medication name _____

Date course starts _____

Date course finishes _____

Signature of staff member receiving medication _____

Parent/Guardian signature _____

Date _____

Instructions....

P.T.O.

