



HETTON SCHOOL

MEDICINES POLICY

This policy is based on the premise that Hetton School will do everything possible to ensure that any child with medical problems is given access to the curriculum and that they receive as full an education as possible.

Staff Co-ordinators for Medicines Policy:

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Head Teacher:

Mr. C. Knowles

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1. Rationale.

A few children, whilst fit to attend school, may require to take medicines during school hours. In addition, it may be necessary for children with long term complaints or chronic illnesses such as asthma, diabetes or certain allergies to receive medicines. The following policy is designed to provide direction as to the procedures and arrangements which the school should observe when dealing with this subject. **No teacher can be required to administer medicines.**

2. Parents/Carers Responsibility.

- Medicines should not be given in school unless the parent/carer has completed the request to administer medication form.
- A clear written statement of their responsibility should be given to all parents/carers.
- Where a pupil requires medicines to be administered by invasive procedures (e.g. injection) the school should seek written authorisation from the parents/carers. These procedures will normally only be administered by trained and named staff.

3. School's Responsibility.

- The Head Teacher shall ensure that a named person is responsible for medicines in the school, together with a named alternative.
- Day-to-day administration may be delegated to competent, trained colleagues.
- It is advised that legal non-prescription drugs should not be brought in to school. Individual cases may be discussed with the Head Teacher.
- Drugs, whether prescription or legal non-prescription, will only be accepted into school when the "Request for Medicine to be taken/administered in School" form has been completed by the parent/carer.

4. Storage of Medicines.

- Medicines, when not in use, should be kept in a safe and secure place in line with the pharmacist's instructions.
- Medicines required in an emergency should be readily accessible at all times.
- The prescription and dosage should be clearly printed on the container and the name of the pharmacist be visible.
- Where appropriate, with parental and school agreement, pupils should be responsible for their own inhalers. It may be necessary to store spare inhalers clearly marked with the pupil's name.

5. Administration/Records.

- The label on the medicine container should be checked against information given on the "Request for Medicine to be taken/administered in School" form. Any discrepancy should be checked with the parent/carer before administering.
- A parent/carer should confirm in writing if they require the school to deviate from the instructions on the container.
- Preferably drugs should be self-administered.

- A record should be kept of all doses given. This should be carried out to the best of the named person's ability. Recording of self-administered medicines should not be expected.

6. Disposal of Medicines.

- Medicines that are no longer required should not be allowed to accumulate. They should be returned in person to the parent/carer for disposal.
- Where it is not possible to return medicines to the parent/carer a pharmacist should be contacted for advice regarding disposal.

7. Training of Staff.

- Staff who administer medicines should volunteer themselves for such duties and should be adequately trained. Ideally they should have first aid training.

8. Procedures for Out of School Activities.

- Arrangements should be made to ensure that pupils involved in activities taking place away from the school, and who require medication, should have access to that medicine and, where necessary, be accompanied by staff trained in the administration of that medicine.
- If these arrangements cannot be made the pupil should be excluded from the activity.

9. Sources of Advice.

- General Practitioners, Health Clinics, Pharmacists and local Hospitals can provide advice with regard to giving medicines at school.
- Information is also available from the following national organisations specifically aimed at providing advice for schools and teachers:
 - a) Diabetes – British Diabetic Association, Distribution Department,
P.O. Box 1, Portishead, Bristol BS20 8DJ
Tel: 0800 585 088
Ask for leaflet "Children with Diabetes, Guidance for Teachers and School Staff"
 - b) Asthma – National Asthma Campaign, Providence House,
Providence Place, London N1 0NT
Tel: 0171 226 2260
Ask for leaflet 4 "Asthma in School".
 - c) Epilepsy – British Epilepsy Association, Ansley House,
40, Hanover Square, Leeds LS3 1BE
Tel: 0345 089 599
Ask for leaflet "Epilepsy – a Guide for Teachers".

10. Liability of School Staff.

- **Staff who administer medicines to pupils will be covered by the Local Authority in the event of a liability/negligence claim being made against them as long as they have taken reasonable steps to follow the procedures contained in this policy.**

This policy was published December 2015 and updated in September 2018