



# **LATHOM HIGH SCHOOL**

## **MEDICINE POLICY**

### **The Aims of the Medicines Policy**

The aim of the Medicines Policy is to provide a clear outline of policy and procedure for the administration of medication which is understood and accepted by staff, parents, children and young people and which provides a sound basis for ensuring that children and young people with medical needs receive proper care and support at school.

The sections of this policy are:

- Procedure for managing prescription medicines which need to be taken during the day
- Procedures for managing prescription medicines on trips and outings including off site provision
- A statement of responsibilities of managing the administration of medicines, and for administering or supervising the administration of medicines
- A statement of parental responsibilities in respect of the child's medical needs
- The need for prior written agreement from parents for any medicines to be given to children or young people
- The circumstances in which a child or young person may take any non-prescription medicines
- The settings policy on assisting children or young people with long- term or complex medical needs
- Children and young people carrying and taking medicines themselves
- Staff training in dealing with medical need
- Record keeping
- Safe storage of medicines
- Risk assessment and management procedures

### **Overview**

Whilst teachers and other staff in charge of learners have a common law duty to act as any reasonable prudent parent would do to make sure that learners are healthy and safe on school premises (and this may extend in exceptional circumstances to administering medicine and/or taking

action in an emergency), school staff should not, as a general rule, administer medicine without first receiving appropriate information and/or training. First Aiders are not trained generally as part of their training to administer medicines.

It is each parent's responsibility to ensure that their child is fit to attend school and any medication required should ideally be administered by the parent/guardian. Lathom High School staff cannot administer medication without prior written permission from parents/guardians.

All forms of medication must not be left at the main reception desk, it must be handed directly to the student or member of staff responsible for the administering of medication.

### **Prescribed Medicines**

- Parents are responsible for supplying the school with adequate information regarding their child's condition and medication. This information must be in writing, signed so that procedures for each individual's medication are known. The information must be updated annually or as altered by a child's GP/Consultant
- All prescribed medication must be delivered by a parent and handed to the member of staff responsible for administering medication, it must be clearly marked with the student's name
- It is the parent's responsibility to inform the school when the medication or dosage is changed. The Medicines form must be signed and dated by the parent/carer or staff completing the sheet. It is a legal requirement that two staff must be present at all times
- A record must be kept each time prescribed medication is issued to a child
- Each item of medication must be delivered in a secure and labelled container as originally dispensed
- The school will not accept medicines which are not in their original container or make changes to the original prescription as detailed on the container

### **Controlled Drugs**

- The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medication for use by children and young people. Once appropriate training has been received, they may administer a controlled drug in accordance with the prescriber's instructions and a record must be kept
- Controlled drugs must be stored in the secure medicines cabinet. A record must be kept of all controlled drugs for audit purposes
- Controlled drugs, as with all drugs, should be returned to parents when no longer required.
- Misuse of a controlled drug, such as passing it to another child is an offence. The Medicines sheets are the agreed process for tracking the activities of controlled drugs and must be signed and dated by the school and the child after administration
- It is the responsibility of parents to collect and dispose of old or out of date medication
- If this is not followed-controlled drugs will be returned to pharmacy for safe disposal.

- All controlled drugs must be delivered by a parent and handed to the member of staff responsible for administering medication, it must be clearly marked with the students name

### **Non-Prescription Medicines**

- A young person must never be given aspirin or medicines containing ibuprofen without being prescribed by a doctor
- In extreme cases staff can call parents to request paracetamol to be administered. Permission must be sought from a parent and, administration to a student must be recorded on SIMS and the paper form counter signed by a member of staff and by the student. Paracetamol must be kept in a locked cabinet in the attendance office and be overseen by the attendance team

### **Long-Term Medical Needs**

- The parent is responsible for providing the school with adequate information regarding the child's condition and medication. This information must be signed and in writing
- The impact of long-term medicines should be made known to the school where, for example, medicines may impact on concentration or behaviour. The school will make staff aware of these issues so that they can provide appropriate support, care and guidance
- Where a child has regular hospital appointments, special arrangements may also be necessary

### **Administering Medicines**

- No child or young person under 16 should be given medicines without their parent's written consent.

The school should check:

The child or young person's name on the container

- Prescribed dose
- Expiry date
- Written instructions by the prescriber
- The dosage remaining in school

If in any doubt about the procedure, staff should not administer medication without checking with the parents or health practitioner.

### **Refusing Medication**

- If a child refuses to take their prescribed medication then they should not be forced to do so. The

- school will then inform the child's parents. If the refusal will cause an emergency situation, contact the emergency services and parents/carers
- This will be logged with the safeguarding lead

### **Record Keeping**

- Parents must tell the school about medicines and their child's needs, including details of any changes. The school must also check that this information is the same as that provided by the prescriber
- Medicines should always be provided in the original container as dispensed by the pharmacist and include all the prescriber's instructions. In all cases it is necessary to check:
  - Name of child or young person
  - Name of medicine
  - Dose
  - Method of administration
  - Time/frequency
  - Expiry date
  - Date of dispensing
  - Student signature
  - Dosage remaining

In case of extra medication needing to be administered during the day, for example for ADHD, consent should be sought from parents/carers and a full log to be completed on a student sheet in the medicine cabinet.

### **Educational Visits**

- The school ensures that children with disabilities or who are under medication have the same access to educational visits as other children
- The school has adopted LCC's Educational Visits Policy and Guidelines and the EVC Mrs Marshall
- Where a child wishes to take part in an educational visit, the school will discuss the proposed visit with the parent and wherever possible the young person
- A risk assessment will be completed for the child/young person and reasonable adjustments will be made to accommodate the child
- Staff accompanying children on the visit will be briefed and notified of any changes or adjustments to the schedule

- Medication will be carried and administered by the visit leader on school trips if needed
- Full logs to be recorded on the student sheets

### **Sporting Activities**

- Any restrictions for young people who cannot participate in particular aspects of PE or sporting activities will be noted in their Health Care Plan
- Staff supervising sporting activities should be aware of medical conditions and access to medicines, for example, inhalers should be arranged
- There is an emergency asthma care kit in the medicine cabinet at the front of school outside the meeting room. Incidents of use must be logged. This can only be administered if parents have completed and signed the consent forms, in extreme cases the blue inhaler can be given without parental consent. Please see the Asthma Policy.
- Students attending offsite provision who require medication

### **Children carrying medicines themselves**

- Lathom High school discourage students from self-medication
- Children carrying medicines themselves is at the discretion of parents
- If any staff see students taking medicine unsupervised it must be reported to the safeguarding lead who will contact parents or alternative provision providers
- We encourage parents to provide medication directly. If not the following procedure is to be followed:
  - A copy of the office providers medicines policy will need to be sent to Mrs Marshall
  - A copy of the parental permission letter with details of dosage and medicines to be given to the provider
  - A copy of the student record of medication from Lathom to be given
  - Enough tablets to be taken for the term
  - These tablets are deducted from school supply and noted on the school log
  - The offsite provider is to sign for all of the tablets given