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**MARDEN HIGH SCHOOL – Medicines in Schools Policy**

**Introduction**

It is the aim of Marden High School that every student achieves their full potential. All students, including those with medical needs, are encouraged to access all learning opportunities through excellent attendance levels. For some students this may mean the administration of medicines within school. Marden High School will agree to undertake this responsibility only where essential. Parents, however, have the prime responsibility for their child's health and should recognise that there is no legal duty that requires school or school staff to administer medicines. This policy has been written following North Tyneside Council Guidelines on Managing Medicines in Schools, September 2017 in partnership with the Headteacher of the school.

**Role and Responsibility of Parents**

**(Including carer/person involved in full time care of children)**

- Parents/carers have the prime responsibility for their children's health and should inform school of all health issues relating to their child by completing and returning the record sheet at the start of the year so that a written record can be maintained. This will help key staff to best meet the needs of the child should any issue arise during the course of the school day, school visits, trips etc. Whilst school recognises the need for confidentiality, if information is withheld from staff then it is unreasonable that they should be held responsible if they act incorrectly in giving medical assistance.
- Under circumstances where children are acutely unwell, they should remain at home.
- Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day (e.g. medicines that need to be taken 3 x per day could be taken in the morning before school, after school and at bedtime).
- Medicines will only be administered after a written agreement has been completed by parents/carers and received by school staff responsible. Parents should contact school to

obtain parental / school agreement form to administer medicines – this should be returned to school by the parent when bringing medicines in.

- All medication provided by the parent should be in the original container with:
  - the name of the student
  - the name and the strength of the medication
  - the dosage and timing clearly labelled with no alterations
  - the expiry date
  - all medicines should also have spoons or droppers with them if they are required.
- Parents/carers should endeavour to obtain two prescriptions wherever possible and practical for a child's medicine: - one for use at home and one for the school setting.
- Marden High School does not encourage students to carry their own medication and on arrival at school, all medication is to be handed to the designated member of staff by the parent, unless there is prior agreement with school and pupil for the pupil to carry medication (e.g. asthma inhalers and epipens) and details of this are entered in the medication record.
- It is parents responsibility to arrange collection of unused / out of date medicines and return them to the local pharmacy for safe disposal.
- Any student who does have medicine administered within school must report to the nominated member of staff (at the time agreed) for their medication.

### **Storage of Medication in School**

- Medication must be stored in a locked, cabinet with the key stored in an accessible but restricted place known to the designated members of staff.
- If fridge storage is required this must be in a designated and secure area of the school.
- Once removed from the cabinet, medication should be administered immediately and never left unattended.

### **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 e.g. methylphenidate.
- Any member of staff who may administer a controlled drug may legally have it in their possession. It is legal for a school to look after a controlled drug, where it is agreed that it

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- It is legal for a school to look after a controlled drug, where it is agreed that it will be administered to the student for whom it has been prescribed.
- Controlled drugs should be kept in a lockable, non-portable container. Only named staff should have access to these medicines.
- Students should not have controlled drugs in their possession.
- Misuse of a controlled drug, such as passing it to another child for use, is an offence. School procedures will be put into force if this is discovered.

### **Non prescription medicine**

- General non-prescription and over the counter medicine such as those bought at the chemist (e.g. cough medicine and paracetamol) can not be kept by the nominated member of staff and will not be given to students without special prior agreement and written permission from parents. This will only be considered in exceptional circumstances.
- General non-prescription medication must be in the original packaging with the instructions clearly visible. Medication without the box **will NOT** be accepted.
- Use of non-prescribed medication should normally be limited to a 24hr period and in ALL cases not exceed 48hrs. If symptoms persist Doctor's advice should be sought by the parent.
- Any non prescribed medicines that are administered by the nominated member of staff should be recorded in the medical record book.
- Other remedies including Herbal Preparations will not be accepted by school to be administered to students.
- Medicines containing Aspirin will only be given if prescribed by a Doctor.

### **Administration of Medication**

Staff who have volunteered or who are employed for the purpose of administration of medication and health care:

- Should receive training and advice from the appropriate health practitioner i.e. the school nursing service.
- Update training as appropriately and record this.
- Are responsible for notifying the school when their training requires updating and for ensuring this is arranged.

- Will receive a certificate following training accreditation confirming their ability to perform specific, complex, procedures, such as medication via gastrostomy tube, oxygen therapy,
- Should administer medicine in an appropriate/confidential room.
- Should identify the child's identity by checking with another competent adult, who should also confirm the correct medication is being administered. This should be done before medication is administered.
- Will follow directions for administration provided in writing by the health practitioner or parent.
- Will record details of each administration
- Should never force a child to accept medication. Where medication is refused parents will be informed.
- If a student fails to arrive to take their medication, staff will attempt to locate the student to administer where possible.

### **Record Keeping**

- A system of record keeping will include:
  - Records of parental/carer consent and health practitioner instructions including those for self-administration consent, which should be reviewed and confirmed annually (September) in addition to ongoing updating.
  - Record of administration of medication including amount administered is to be kept in a Medicine File.
  - Record of medication returned to the parent/carer wherever possible.
  - Record of medication disposed of and the form of this disposal
- A parent/guardian request form should be completed each time there is a request for medication to be administered or there are changes to medication/administration instructions.
- The request form must include:
  - Child's name, class, date of birth
  - Reason for request
  - Name of medication, timing of administration and dosage of medication
  - Emergency contact names and telephone numbers
  - Name and details of Doctor and/or health practitioner
- Reasons for not administering regular medication must be recorded and parents informed

immediately/within the timescale agreed by the health practitioner.

- The school must keep records of administration of medication in the Medicine File. This File must be kept in the storage cabinet.

### **Long Term medical needs**

It is important that schools are informed about any particular medical condition or long term medical need before a student is admitted, or when a student first develops a medical need. If a student's medical needs are inadequately supported, this may impact upon their progress, behaviour or mental state. Some medicines can also affect learning, leading to poor concentration or difficulty in remembering. Students with long term medical needs should have a health care plan. Parents, relevant health professionals and staff should have a copy of these records.

### **Educational Visits**

- Children with medical needs would not normally be exempt from participating in visits – although this may depend upon whether reasonable adjustments can be arranged to enable the student with medical needs to participate safely.
- Staff supervising excursions should check for students in their care who have medical needs and be aware of the relevant procedures to follow in case of emergency. A copy of any health care plan should be taken.
- If staff are concerned whether they can provide for a child's safety or safety of other students on a visit, they should seek parental views and medical advice from the school health service.
- Arrangements for taking necessary medicines needs to be as before:
- Check permission form received – members of staff giving medicines should check
  - the child's name
  - prescribers dose
  - expiry date
  - written instructions provided by prescriber on the medication before administering medicine
- If in doubt staff will not administer medicines without checking with parents or a health professional.
- If a child refuses to take medicine, they should not be forced to do so, but this should be noted in the records, and school will attempt to inform parents.

### **Sporting activities**

- Most children with medical conditions can participate in Physical Activity and extra curricular sport.
- Some children may need to take precautionary measures before and during exercise – such children must be allowed immediate access to medicine e.g. asthma inhalers.
- PE staff and staff supervising extracurricular activities should be aware of any students who have a health care plan and should consider whether risk assessments are necessary.

### **Emergency Medication – Severe Allergies, Diabetes, Severe Asthma etc.**

- Emergency medication is subject to the same request and recording systems as non-emergency medication, with additionally signed CONSENT and written Individual Health Care Plan
- This type of medication will be READILY AVAILABLE and kept in Main Reception.
- A copy of the Consent and Health Care Plan to be kept with the medication.
- The Health Care Plan must be checked and reviewed TERMLY.
- It is the parents'/guardians' responsibility to notify school of any change in medication or administration.

**Teaching staff should know medical needs of students in their care and any relevant procedures to follow in an emergency.**

**This policy will be renewed/updated January 2022**