

# THE BRENT PRIMARY SCHOOL

## MEDICATION POLICY

WRITTEN BY: Tracie Butcher    ROLE: Inclusion Coordinator    Date: September 2017

The primary responsibility for a child's health rests with the parents and it is their responsibility to provide school with information about their child's medical conditions. Where possible the school will obtain relevant medical information before admission so that any briefing/training can be arranged. It is a parent's responsibility to let the school know if any medical treatment becomes necessary after admission or if changes need to be made to the care a child receives in school.

Schools have a duty:

- not to treat less favourably disabled pupils, without justification, than pupils who are not disabled,
- to make reasonable adjustments to ensure that disabled pupils are not put at a substantial disadvantage in comparison to those who are not disabled.

### Short-Term Medical Needs

At The Brent we recognise that there is no legal duty that requires school or staff to administer medicines. However, where staff are willing, the following guidelines will be followed:

- Medicines should only be bought into 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'.
- The school will only accept medicines that have been prescribed by a doctor, dentist or other medical prescriber. They must be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- The 'Parental Agreement for School to Administer Medicine' Form 3A must be completed and signed by the parent/carer.
- Any member of staff giving medicines should:
  - confirm the child's name
  - check expiry date
  - take note of prescribed dose and any other written instructions provided by the prescriber on the label
  - complete and sign Form 5 as a record of date and time medicine given.

Advice for parents - The Medicines Standard of the National Service Framework (NSF) for Children recommends that, where clinically appropriate, doctors prescribe medicines in dose frequencies which enable it to be taken outside school hours.

## Non-Prescription Medicines

It is the school's policy for staff not to make non-prescription medicines available, however, on agreement with the school and written permission from the parents (Form 3A), the school will allow children to self-medicate. The medication must come into the school office clearly labelled with the child's name and Form 3A fully completed and signed. The school does not take responsibility for making sure this non-prescription medicine is taken.

Pupils on a school journey will be supervised in taking medicines used at home. Such medication must be handed to accompanying adults with full written instructions.

## Long-Term Medical Needs

It is important to have sufficient information about the medical condition of any child with long-term medical needs. If inadequately supported, their needs may have a significant impact on the way they function in and out of school and their experiences. The impact may be direct; in that the condition may affect cognitive or physical abilities, behaviour or emotional state. Some medicines may also affect learning leading to poor concentration or difficulties in remembering. The impact could also be indirect; perhaps disrupting access to education through the effects of treatments or through the psychological effects that serious or chronic illness or disability may have on a child and their family.

The Special Educational Needs and Disabilities (SEND) Code of Practice advises that a medical diagnosis or a disability does not necessarily imply SEN. It is the child's educational needs rather than a medical diagnosis that **must** be considered.

If deemed necessary, a written Health Care Plan or Emergency Care Plan will be completed by our Inclusion Co-Ordinator in liaison with parents and relevant health professionals. In addition, to raise awareness and with permission of the parents, a copy of the Emergency Care Plan, together with a photograph of the child, will be displayed on the wall in the staffroom, the school office and the child's classroom.

## Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Medication such as methylphenidate (prescribed for ADHD) will be administered by staff after completion of a 'Parental Agreement for School to Administer Medicine' Form 3A being completed. Parents must supply medication in an original container bearing the child's name. Tablets may then be placed in a named, daily dispenser if preferred, in accordance with the prescriber's instructions. A record (Form 5) will be kept for audit and safety purposes.

## Self Management of Asthma

The Brent recognises that asthma is a widespread, serious but controllable condition and we encourage pupils with asthma to achieve their potential in all aspects of school life. Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their own *labelled* inhaler at all times. Young children will be supported in their use of medication, with a

spacer, if appropriate. Parents/carers are asked to ensure that the school is provided with a *labelled* spare in case the pupil's own inhaler runs out, is lost or forgotten. It is the parent/carer's responsibility to ensure that asthma inhalers held in school have not passed the expiry date.

### Injections

Injections, eg for diabetes, may only be given by a member of staff who has been specifically trained. On advice from parents, older children may undertake their own injections under supervision. In cases of extreme emergency (eg in response to anaphylactic shock where an Epi-Pen has been prescribed by a child's GP) action may be taken by staff acting in loco parentis.

The Inclusion Co-Ordinator will notify parents if medicines held for emergency use are actually used, or if dosage or frequency has to be increased beyond the usual level. It is the responsibility of any adult working in school to ensure she is made aware of the need to contact a parent.

### Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the record and contact the parent as soon as possible.

### Sporting Activities

Taking part in sporting activities is an essential part of school life for all pupils and most children with medical conditions can participate. Any restrictions on a child's ability to participate should be recorded on their Care Plan/Emergency Care Plan. Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines eg asthma inhalers. Staff supervising sporting activities should be aware of relevant medical conditions and any preventative medicine that may need to be taken, as well as emergency procedures.

### Educational Visits

It is good practice for schools to encourage children with medical needs to participate in safely managed visits. Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor or parent might be needed to accompany a particular child. Staff supervising excursions must be aware of any medical needs, and relevant emergency procedures.

Travel sickness medication will be administered following our procedures if required.

### Storage of Medicines

Staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored in accordance with product instructions (eg temperature) and in original container in which dispensed. Apart from children with Asthma who self-medicate, pupils will only have access to medication at the School Office where medicines

are stored safely. Emergency medicines, such as Epi-Pens, should be readily available to children and not locked away. They are usually stored in the child's classroom, with a spare held securely in the School Office.

### Emergency Procedures

As part of the general risk management processes, all schools have arrangements in place for dealing with emergency situations. A member of staff should always accompany a child taken to hospital by ambulance, and should stay until the parent arrives. Parents will be notified immediately if the need arises for a pupil to attend hospital. Individual Health Care Plans/Emergency Care Plans include instructions as to how to manage a child in an emergency.

### Disposal of Medicines

A controlled drug, as with all medicines, should be returned to the parent when no longer required or date-expired, to arrange for safe disposal (by returning the unwanted supply to a local pharmacy). It is the parent/carer's responsibility to ensure that all medication held in school is in date.

This policy has been revised in the light of the advice in 'Managing Medicines in Schools and Early Years Settings' (DfES and the Department of Health) and a new Health Care Plan format has been introduced accordingly.

This policy has been impact assessed in order to ensure that it does not have an adverse effect on race, gender or disability equality. A copy of this policy is available for staff and governors on KLZ and parents are able to view it on the school website.

**This policy will be reviewed on a regular basis, in line with our Policy Review Timetable.**