



**POLICY:** Managing Medicines Policy

**STATUTORY:** No

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**RESPONSIBLE MEMBER OF STAFF:** W Bradbeer

**GOVERNOR COMMITTEE:** Personnel and Welfare

**SIGNED HEADTEACHER:** A Evans

**SIGNED CHAIR OF GOVERNORS:** D Hiley



# Managing Medicines Policy

## 1) Introduction

- a) John Masefield High School follows the DfE's "Managing Medicines in Schools and Early Years Setting" (March 2005) document which provides guidance in supporting students with medical needs.
- b) All staff, governors, parents and carers will be made aware of the JMHS Managing Medicines Policy and a copy will be available on our website in order to make sure that everyone is clear about their respective roles.
- c) There is no legal or contractual duty that requires school staff to administer medicines or supervise a child taking it; in an emergency, however, all teachers and other staff in charge of children have a common law duty of care to act like any reasonably prudent parent. Staff need to make sure that children are healthy and safe. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site such as visits, outings or field trips. We are also required to make reasonable adjustments for disabled children including children with medical needs. Furthermore, we need to ensure that medicines are handled responsibly and that all school staff are clear about what to do in the event of a medical emergency.

## 2) Purpose

The school aims to support students' welfare by working in partnership with parents/carers to ensure that medicines are administered in accordance with the students' needs and the parents'/carers' wishes and each is clear about their role and if necessary a 'Health Care Plan' drawn up, described in more detail in the [Supporting Students with Medical Needs Policy](#). However, it must be emphasised that primary responsibility for a child's health rests with the parents/guardians.

## 3) Children with Medical needs

- a) Most children will at some time have short term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children, however, have longer term medical needs and may require medicines on a long-term basis to keep them well, eg children with epilepsy or cystic fibrosis. Others may require medicines in particular circumstances, such as children with severe allergies or severe asthma. Most children with medical needs are able to attend school regularly and can take part in normal activities.
- b) An individual Health Care Plan may be required to help staff understand the necessary safety measures to support children with medical needs and ensure that they and others are not put at risk. Health Care Plans will be drawn up with appropriate medical professionals and the SEND team in school. Please refer to the Supporting Students with Medical Needs Policy.

## 4) Exchange of Information

- a) Parents/carers have a responsibility to provide JMHS with sufficient information about their child's medical condition, treatment and/or special care needed at school. This should be done immediately prior to entry to school by completing the JMHS Information and Consents Form. If medical treatment becomes necessary after admission, parents must inform the school immediately.

- b) Photos of students with specific conditions i.e allergy, asthma, specific medical conditions are displayed by year in the Staff Room and Medical Room and updated yearly by the Reception Team. Medical notes are also kept on the SIMS system.
- c) JMHS will follow the 'Guidance on Infection Control in Schools and other Childcare Settings' provided by the Health Protection Agency and will contact the local Health Protection Unit (01562 756300) if they suspect an outbreak of a notifiable disease.

#### 5) Prescribed Medicines

- a) Students with acute infections should remain at home until fully recovered and medicines should only be brought into JMHS when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. (nb medicines that need to be taken three times a day should be taken in the morning, after school hours and at bedtime.)
- b) Medicines should always be in their original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. JMHS will not accept medicines that have been taken out of the container as originally dispensed.
- c) We believe that students of secondary school age are sufficiently responsible for taking their prescribed medication and for remembering when to do so. JMHS will, therefore store medicines securely in the medical room if asked by parents/carers, **but will not administer them or remind students to do so.**
- d) It is recognised that some medicines will need to be kept in school all of the time. It is the parents'/carers' responsibility to ensure that an adequate supply is available in its original packaging and that it is in date with clear directions in the label. Out of date medicines will be returned to the parents.
  - i) Inhalers - students with asthma are encouraged to carry their own inhaler. This ensures it is readily available for use prior to exercise or at the onset of an attack. Spare inhalers can be sent in and stored in the medical room as an emergency back-up. School has one emergency inhaler (salbutamol) in the medical room.
  - ii) Epipens - there are an increasing number of children who have severe allergies. Epipens must be kept in a clearly labelled container provided by the parent/carer who must include a photograph of the student.
  - iii) Diabetics - JMHS will keep an 'emergency kit' in the Medical Room for diabetics in addition to what they carry themselves.
  - iv) Nicotine Replacement Products such as tablets may be issued but e-cigs and inhalers are not permitted at all.

#### 6) Controlled Drugs

- a) 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 medicine for use by children eg methylphenidate. A child who has been prescribed a controlled drug may legally have it in their possession, but our policy is that the school will look after the controlled drug where it is agreed that it will be administered to the child for whom it has been prescribed. Any such system will be set up through a Health Care Plan.
- b) Controlled drugs will be kept in a locked non-portable container and only named staff will have access. A record will be kept for audit and safety purposes.

#### 7) Non Prescription Medicines

JMHS staff are not permitted, under any circumstances, to provide or administer non-prescribed medicines. If a child suffers regularly from frequent or acute pain the parents should refer the matter to the child's GP and follow appropriate advice.

## **8) Staff Training**

All staff that administer medicines are first aid trained and have received a certificate to confirm they have attended and proved competent in all subjects required by the Health and Safety Executive. They will also have received appropriate training to administer specific medicines eg epipens if required. Records are maintained by the Reception Team of all training completed by staff.

## **9) Retention of Medical Records**

For legal reasons, records of all medicines administered are kept at the school until the student reaches the age of 21.

## **10) Emergency Procedures**

In a medical emergency, First Aid is given and an ambulance will be called if necessary by reception staff dialling 999. Parents/carers will also be notified as soon as possible. If the child has a health plan this is given to the ambulance crew.

## **11) Educational Visits**

Pupils with medical needs are included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or Health professionals in suitable time so that any special arrangements can be put in place for the visit. A yellow consent form indicating any medical needs or medication that may be needed during the visit including travel sickness tablets should be completed.

## **12) Linked Policies**

[Asthma Policy](#)

[First Aid Policy](#)

[Supporting Students with Medical Needs Policy](#)

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