

# Ravenswood School



## Medications Policy

### Rationale

Many of our pupils will need to take medication at some time during their school life. Administering medication to pupils will minimise the time they have off school.

### Aims:

- To promote pupils' health and well-being.
- To ensure medications are administered in safe ways.
- To support regular attendance for all pupils as far as possible.

### Guidelines

#### Staff responsibilities

There is no legal duty upon teaching staff to administer medication. Support staff are expected to administer medications and in doing so must follow school procedures. This is a voluntary role. Staff should be assured that in giving medication they are fully indemnified by the Council against any claims for alleged negligence providing they are acting within the scope of their employment and following the school policies. This would cover the consequences that may arise from an incorrect dose being inadvertently given or where administration of medication is overlooked etc. Training in Managing Medication is provided annually to staff working directly with children.

#### Short-term needs

For most pupils during their school lives medication will need to be given at some point. This would normally be for a short period of time only e.g. to complete a course of antibiotics. This is necessary to minimise the amount of absence pupils have from school. Medication should however only be given when it is absolutely essential. Parents are encouraged to ask their G.P. to prescribe medication in doses such that it can be taken outside school hours. Staff should only administer prescribed medication with parental and medical written consent. An authorised member of staff must dispense this medication and record in the medications record which needs to be countersigned by a witness.

#### Non-prescription medicines:

Parents / Carers must complete a Medication Consent Form about when their child should take any medication. Staff should not give non-prescribed medication to pupils without written parental authorisation.

A child under 12 must never be given aspirin, unless it is clearly prescribed by a doctor. If a pupil suffers from any condition, which requires painkillers, then the parents must authorise and supply the appropriate tablets / liquid for their child's use. If non-prescribed medication is to be given within 4 hours of the start of the school day staff should always check with the pupil's parent / carer when the last dose of medication may have been given; this is to minimise the risk of any overdose.

Staff who have personal medication or inhalers in school must make sure it is kept in a secure place where pupils cannot access them.



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### School medication

The school holds some school medication- liquid paracetamol, liquid antihistamine, bite and insect cream and sun cream. All parents provide annual consent if they give permission for their child to be given these when required and they do not have any personal medication in school.

In an unplanned situation, where a child would benefit, from the administration of one of the school's medication(s), and where parents have provided consent, a trained First Aider or a member of the Senior Leadership Team must give permission to administer the school medication. In addition, to administer paracetamol or antihistamines, parents/carers must be called and informed that we would like to administer school medication and to check that there is no risk of overdosing prior to administration.

School staff must then record the medication that has been administered, following the same processes as for personal medication. One of the double signatories must be the trained First Aider or Senior Leader who gave permission.

### School Inhaler and epi pen

The school also holds its own emergency salbutamol inhalers (and disposable spacers) and epi pen. Pupils who have a diagnosed asthma condition; or severe allergy and are prescribed epi pen, will be asked to provide permission to administer the school emergency inhaler or epi pen that can be used if their own inhaler/ epi pen fails or if we do not have their personal ones in school for any reason, during an emergency. School inhalers and epi pens can be used in line with the pupil's individual care plan and recorded in the usual way, noting 'school' ahead of the name of medication.

In an emergency situation for a pupil without a diagnosis of asthma or severe allergy school rescue medication may be administered if advised by ambulance services.

All staff are trained annually in Asthma and Allergy awareness.

### Long term needs:

The school needs to have information about the medical condition of any pupil with long-term medical needs before they start at our school or when they develop a condition. If a pupil has a long-term medical need they will have this identified in their care plan based on information from parents and confirmed in writing by a relevant health professional. Specific cultural and religious views on a pupil's medical care will be respected but must be made known to the school in writing.

### Receiving and returning medications:

On arrival at school, medications are handed to the Health Care Assistant, or other school staff. The person receiving the medication is responsible for checking the medication is as described on the box- where appropriate check that the patient details on the prescription label match with school information e.g. the correct name and dosage. They should also check the medication's expiry date and the quantity of medication being received and record these in the medications record form. The counter signatory should then double check all of the above and sign to confirm this information is recorded accurately.



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At the end of terms 2, 4 and 6 all medication should be returned to parents/carers, or at the end of the school day/ week or period of time stated on the parental consent form. It is the responsibility of the Healthcare Assistant (or other designated staff member) to collect all non emergency medication held in school and ensure that it is all signed out, following the above procedure, and given to and countersigned by parents, carers or bus escorts.

Emergency medication remains with the staff members working with the pupil until the pupil is collected by a designated adult. Those staff members will complete the checks above and sign out the medication countersigned by the receiving adult.

Should any medication not be sent home at the end of term e.g. where a pupil is off ill on that day a log of all medication remaining on school site should be completed and handed to a Senior Leader and all medication stored in the Healthcare cabinet or fridge. The following term, this medication should be checked by the Healthcare Assistant to ensure it is fully in date and with parental agreement can remain in school for the following term.

### **Administering medicines:**

Staff giving medicines must only give them providing they are in the original container in which they were dispensed and have their name of the medication, the child's name, the dosage and the expiry date clearly written on it. Tablet medication should remain in full strips where possible, so that the name of the medication and expiry date can be clearly read. Parents should inform school of any side effects which can be expected. If there is any doubt staff should check with the parents, a trained First Aider or a Senior Leader before giving any medication.

Medication can only be dispensed if parents have signed a medication consent form, which should be in the file with the pupil information.

Routine medication should be given to pupils in the Healthcare room, unless agreed by a Senior Leader that an alternative location should be used e.g. when a pupil is too anxious to go to Healthcare. The agreed location will be noted on their individual care plans. When pupils are given controlled medications this should be administered away from other pupils, to prevent misadministration.

If a pupil refuses to take their medication school staff should never force them to do so. The member of staff should inform parents that day by phone call.

Staff should complete and sign the pupil's medication record every time that medication or an injection is given and note the amount of medication remaining. This should be countersigned by a witness on every occasion. The only exception to this is for asthma inhalers where the student administers it for themselves, in this case one staff member can record the administration.

### **Storage of Medication**

All medicines should be stored in the locked first aid cabinet in the Health Care room or the locked first aid cabinet in the Primary store cupboard. All medicines and devices should be



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stored safely and in accordance with the manufacturer's instructions. If medications require refrigeration they should be refrigerated in the locked fridge in the Health Care room.

Most medication is stored in school for a maximum of two terms. The length of storage in school will be written on the administering medication parental consent form.

Food supplements e.g. Fortisip or sugary drinks or snacks should be stored in the classroom cupboard out of the reach and sight of pupils.

If medicine ever becomes out of date it must not be disposed of by school staff but must be returned to parents, as they are responsible for disposal. If this cannot take place for any reason, SLT must be informed and they can take appropriate steps to safely dispose via a pharmacy.

Emergency medication which would not harm someone if used by accident (e.g. Ventolin inhalers or gastroscopy tube stoppers) are kept in Green 'emergency medication' drawstring bags on the back of classroom doors so that adults know where to find them or with the adults working with the child. EpiPen's should be kept in a bumbag with an adult who is working with the child.

As pupils develop responsibility in managing their own medical condition e.g. asthma, gastroscopy tubes or diabetes, with Headteacher and parental permission they can learn to carry it for themselves.

Pupils should never be allowed to carry their own medication unless authorised by the Headteacher.

### **Educational Visits**

The Educational Visit Leader is responsible for taking pupil's medicines with them when taking them off the school premises and nominating the Appointed First Aider to administer and be responsible for the medications. When signed out all medications must remain with a responsible adult at all times. In the case of emergency medications this should be with the adult designated to work with them. This should be detailed in the trip risk assessment.

When pupils will be off site at the time when medication is due to be administered, or if a pupil has emergency medication then it should be recorded on the class risk assessment and kept with a designated adult at all times. The medication should be stored safely in a closable bag e.g. zipped backpack or drawstring bag away from the reach of children and only be taken out when immediately due to be administered. Medication should remain in their labelled boxes at these times. Once back at school it should be signed back in and stored securely as soon as possible, if this is not possible it must remain securely with an adult at all times until signed in and stored in the appropriate place.

Copies of care plans need to be taken on all Educational Visits. Details of the child's home address and parent contact information are kept centrally at school. A school mobile phone must be taken on all trips so that the school can support any emergency which happens off-site.



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For residential trips and trips which happen out of school office hours; the home address and parent/carer contact information should also be taken with the Care Plans. Be aware this is confidential information and must be kept secure at all times. A copy of this information should also be given to the out of hours school contact.

All medication taken to swimming is kept in a central container and left with the lifeguard on the edge of the pool.

### History of document

Previous versions now deleted from system. New issue:

Issue No.	Author/Owner	Date Reviewed	Approved by Governors on	Comments
1.	Health & Safety Committee	04/2012	10/2012	Reviewed by HCA & LHA medical Team. No further changes made.
2.	Health & Safety Committee	November 2016	25.1.17	Reviewed in line with Medical Training
3.	Pupil Committee	February 2019		
4.	Pupil Committee	May 2019	20.03.2019	
5.	Pupil Committee	Jan 2020	29.01.2020	
6.	Pupil Committee	March 2021	17.03.2021	
7.	Pupil Committee	March 2022	23.03.2022	
8.	Pupil Committee	March 2023	15.03.2023	
9.	Pupil Committee	March 2024	13.03.2024	
10.	Pupil Committee	November 2024		Addition of emergency school medications/ school inhalers and epi pens.
11.	Pupil Committee	January 2025	29.01.2025	
12.	Pupil Committee	March 2026	18.03.26	Minor additions – specific training reference; safe storage and disposal of meds.