

## 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. 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 Medications is provided 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 administration of 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 pupils parent / carer when the last dose of medication may have been given; this is to minimise the risk of any over dose.

## Ravenswood School

### Medications Policy

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

#### **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 plan based on information from parents confirmed by health professionals and reviewed by the Complex Needs Nursing Team. Specific cultural and religious views on a pupil's medical care will be respected but must be made known to the school in writing.

#### **Administering medicines:**

On arrival at school, medications are handed to the Health Care Assistant and double signed into the medicine's received book. At the end of the day, the escort is then handed back the medications and double signed out in the medicines received book.

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. Parents should inform school of any side effects which can be expected. If there is any doubt staff should check with the parents or Headteacher 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.

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.

Staff should complete and sign the pupil's 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.

#### **Storage of Medication**

All medicines should be stored in the locked cupboard in the medical room or the store cupboard in the annexe, if refrigerated in the locked fridge in the medical room.

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.

Inhalers should be stored in the Health Care Room. They should be easily accessible and not in locked cupboards.

Emergency medication which would not harm someone if used by accident (eg ventolin inhalers and epipens) are kept in drawstring bags on the back of classroom doors so that adults know where to find them.

## Ravenswood School

### Medications Policy

As pupils develop responsibility in knowing where to access their inhaler, 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 medications.

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.

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

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