



Cranbury College

MANAGING MEDICINES POLICY

This policy should be read in conjunction with the College's Child Protection Policy / Safeguarding Policy (2012) and the Medical Needs Policy (2013).

Aims

1. This policy has been drawn up in order to clarify the agreed procedures for staff and parents regarding medicines.
2. This policy aims to ensure that children with medical needs receive proper care procedures in place including assessments of any risks to staff and others.
3. Parents should be made aware of this policy prior to their child starting at the College and should sign the relevant forms.

NB There is NO legal duty that requires College staff to administer medicines but all schools (colleges) are required to ensure they have sufficiently trained staff to manage medicines as part of their duties.

At Cranbury College it is our policy that staff **can supervise the administration of medicines** within the regulations of this policy and if they:

- a. are willing to do so
- b. have received appropriate levels of training for the medication required.

What do we mean by medical needs?

- Medical needs may be short term e.g. finishing a course of antibiotics or long term needs requiring medication on a long term basis to keep them well e.g. children with well controlled epilepsy or cystic fibrosis.
- Children may also need medicines in particular circumstances e.g. a child with

severe allergy problems may need an adreneline injection or a child with asthma may need daily inhalers and additional doses during an attack.

Procedures for managing prescription medicines during the school day

- Parents are asked where possible to ensure that prescribed medicines are taken outside the school day i.e. medicine that is required three times a day could be taken before school, after school and at bedtime.
- If this is not possible or practical then parents may approach the College to administer the medicine or supervise the child administering it to him or herself.
- Parents will be asked to put their request in **writing on Form A** - these will be stored in the office.
- Parents are required to tell the College about any medication that their child is taking and provide details of any changes to the prescription or the support required.
- **Parents will be required to bring medicines into the College in person, not send them in with a child.**

Procedures for managing prescription medicines on trips and outings

- The College will consider what reasonable adjustments may need to be made to ensure that children with medical needs are able to play a full role in educational visits, including risk assessments of such children, as required.

Non prescription medicines

- The College will not normally administer non prescription medicines. If a child suffers regularly from frequent or acute pains they should be referred to the child's GP.
- In the rare circumstance when it is in the child's best interests to receive non prescription medicines in school, then all procedures will be followed, including **completion of Form A**, as for prescription medicines. Staff will not administer non prescription medicines without specific written permission from the parents.

Assistance for long term medical needs

- Children with long term medical needs have the same right of admission to the College as other children and are protected under the Disability Discrimination Act 1995.
- If required an individual health care plan can be drawn up to help staff support children with long term medical needs (see guidance in “Managing medicines in Schools and Early Years Settings” DFES , 2005)

Staff training and responsibilities

- No member of staff is expected to administer medicines.
- Staff who agree to accept responsibility for administering medicines should have appropriate training and guidance.
- Sufficient support staff will be trained as appropriate to ensure medicines are managed correctly in the College, as required by the children’s health care plans.
- Staff approached by parents to administer or manage medicines should refer to the head for the appropriate permission forms and record form.
- Staff who may need to deal with an emergency will need to know about a child’s medical needs.
- Staff must all follow precautions for avoiding spread of infection e.g. access to gloves and care when disposing of blood or other bodily fluids.

Record keeping

- Parents must tell the College about any medicines and changes to prescriptions
- Medicines should always be provided in the original container as dispensed by the pharmacist and include the pharmacists instructions.

Staff will need to check :

- Name of child, name of medicine, dose, method of administration, frequency, side effects, expiry date
- Staff will need to **complete Form B** when administering medicines. These

forms will be kept in the office

Safe storage of medicines

- Responsibility lies with the head
- Large volumes of medicine will not be stored
- Medicines should always be stored in the original container as dispensed by the pharmacist and in accordance with the product instructions (paying particular note to temperature)
- Children should know where their medicines are and how to get hold of them
- Emergency medicines such as asthma inhalers and epi pens should be readily available and NOT locked away.
- Non emergency medicines should keep in a secure place not accessible to children.
- A few medicines need to be refrigerated. These will be stored in the staff room fridge in their own airtight container, clearly labelled. This fridge has restricted access.
- Staff should not dispose of medicines. Parents must collect them or they should be taken to a local pharmacy for disposal.
- Sharps will be disposed of in a sharps box provided by parents and collected for disposal by environmental services.

Emergency procedures

- If a child refuses medication they should not be forced to take it but this should be recorded and parents notified as soon as possible by telephone. If refusal results in an emergency then procedures will be followed according to the child's health care plan e.g. call an ambulance.
- Staff should not take children to hospital in their car but call an ambulance
- Staff should make themselves aware of how to make an emergency call and who to contact if there is an emergency e.g. class teacher, head teacher, first aider.

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This policy was agreed by staff and ratified by the Management Committee September 2015