

Managing Medicine to Pupils Policy Cherry Tree Learning Centre



Approved by: Date: September 2022 **Last reviewed on:** September 2019

Next review due by: September 2025

Following DfE Statutory Guidance:

Supporting pupils at school with medical conditions (December 2015) Medicines should only be taken to school or settings when essential, 'that is where it would be detrimental to a child's health or school attendance not to do so'. Where appropriate parents/carers should ask prescriber's to adjust dose frequencies, to enable medicines to be taken at home.

- Parents/carers should provide full information about their child's medical needs, including any medication required, prior to them being supported by the service or as soon as the child first develops the medical need. It is particularly important to provide information regarding allergies

- Where appropriate, information will be passed on to the transport manager, and a care plan relating to the travel arrangements devised, by agreement with the parent/carer
- Where medical needs are complex, an individual health care plan will be completed by centre staff in collaboration with the parent/carer and the child in order to ensure they and others are not put at risk

Prescribed Medicines:

1. Medicines must be provided in the original container as dispensed by a pharmacist, to include the prescriber's instructions for administration, and handed in at the Reception
2. We will only administer medicines according to these instructions
3. With GPs no longer prescribing pain relief in the form of paracetamol, a doctor's letter or pharmacist note, which outlines instructions, will be needed in order for this to be administered in school.
4. Medications containing ibuprofen or aspirin, cannot be administered in school without a prescription
5. Pupils will usually be responsible for carrying their own asthma inhalers, adrenaline pens and glucose testing meters
6. Any medication requiring refrigeration will be kept in a locked fridge in the medical room.
7. When no longer required, medicines will be returned to the parent/carer for safe disposal. A sharps box is used for safe disposal of needles and sharps
8. Staff must ensure that any personal medication prescribed or over the counter is safely locked away during working hours

Controlled Drugs:

A child who has been prescribed a controlled drug may legally have it in their possession, however at CTLC, pupils will be asked to give the drug to a named member of staff who will lock it in the medicine cabinet until such time as it is required. A record of such drugs will be maintained. Parental consent must be given for drugs to be administered.

Non-Prescription Medicines:

It is not the policy of Cherry Tree to administer non-prescription medicines to pupils. Unless paracetamol medication is accompanied with a Doctors letter

Administering Medicines:

NB A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Following DfE Statutory Guidance:

Supporting pupils at school with medical conditions (December 2015) Prescribed medication for pain relief will only be given where maximum doses have been checked and parent/carers have notified staff when the previous dose was taken. If a child suffers from acute or frequent pain the parent/carer will be encouraged to refer the matter back to the child's GP.

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines under the supervision of an

adult.

Where necessary, the following procedure will be followed by the Centre:

- No pupil attending CTLC will be given medicines without their parent/carer's written consent, except in exceptional circumstances (e.g. where medicine has been prescribed to the child without the knowledge of parents/carers. In such cases, every effort will be made to encourage the child or young person to involve parents/carers while respecting their right to confidentiality)
- The member of staff giving the prescribed medicine will check:
 - The child's name
 - Prescribed dose
 - Expiry date

That the medicine is in the original container with written instructions provided by the prescriber on the label, including storage instructions *NB. Insulin may not be in the original container (may be in an insulin pen or pump) but must still be in date*

- The procedure will be witnessed by a second adult
- If there is any doubt or concern relating to administering medicine to a particular child, the issue will be discussed with the parent/carer or the school health advisor
- If a child refuses to take medicine, this will be noted in the records and parents/carers will be informed the same day and, where appropriate staff will follow the procedure agreed on the individual health care plan. If a refusal to take medicines results in an emergency, appropriate emergency procedures will be followed
- With GPs no longer prescribing pain relief in the form of paracetamol, a Doctor's letter which outlines instructions, will be needed in order for this to be administered in school.

Record Keeping:

Parents/carers will be asked to complete the 'Parental agreement for CTLC to administer medicine' and return it to the Reception.

Details will be checked against the instructions on the container. A log will be kept to record details of medicines given to pupils.

Educational Visits/Sporting Activities:

Parents/carers should make the service aware of any specific medical needs their child may have with regard to educational visits or sporting activities to enable us to make reasonable adjustments and to include these in our risk assessments. These are carried out in accordance with the Local Authority Guidelines.

Where medicines are required to enable pupils to take part in such activities safely, appropriate procedures will be discussed and agreed with the parent/carer and pupil prior to the visit or activity taking place.

Following DfE Statutory Guidance:

Supporting pupils at school with medical conditions (December 2015) **Staff with responsibility for administering medicines**

Any member of staff may administer medicines, as long as they follow these guidelines. However, it will usually be the responsibility of the named staff (see below). The school nurse delivers training to centre staff annually,

including Anaphylaxis training (Epipen) and Asthma

Training for Diabetes

Relevant staff have been trained by diabetic nurses in order to support individual children. Mrs Raybould, Mrs Malpass, Mrs Smith and Mr Jones have also completed training on managing diabetes in schools

Where additional training is needed to support an individual and their medical needs. Training will be sought from the appropriate health professionals. All centre staff will attend this training and a copy of the health care plan shared.

Staff with responsibility for First Aid

Staff Name	Responsibility for Administering Medicine only	Responsibility for First Aid
Mrs A Rowley	Y	
Mrs J Randle	Y	
Mr G Preston		Y
Mrs R Kulyk	Y	
Mrs W Raybould		Y
Mrs J Malpass		Y
Mrs K Burton		Y
Mrs H Turley		Y

Signed.....Head of Centre

Signed.....Chair person Management Committee

Appendices: Date:

Parental agreement for CTLC to administer medicine

Record of medicines administered to an individual child

Record of medicines administered to all children

Associated policy: CTLC Policy for supporting pupils with medical conditions

Following DfE Statutory Guidance:

