

# **Management of Medicines Procedure**

## **Purley CE Primary School**

**Date of policy: April 2009**

**Reviewed by: Site & Safety Committee**

**Approved by: Site & Safety Committee**

**Period of review: 2 years (review at next meeting)**

**Last Reviewed: Autumn 2017**

**Next Review date: Autumn 2019**

**THIS PROCEDURE IS TO BE REVIEWED ALONGSIDE THE SUPPORTING PUPILS  
WITH MEDICAL CONDITIONS POLICY.**



## **Aim**

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular school attendance.

This document details the procedures in place for the handling, storage and administration of medicines within school. For details of how the school supports individual children with medical needs, please see the Supporting Children with Medical Conditions Policy.

## **Overview**

Parents are strongly encouraged to administer medicines to their children outside of the school day.

Medicines will be administered by the school staff during the school day when failure to do so would be of detriment to the child's health.

The appropriate paperwork, available from the school office, must be completed by parents prior to the administration of medicine.

Children on regular medication such as inhalers, should be encouraged to take personal responsibility for these items as soon as possible within the constraints of safe storage, understanding of the child concerned, and easy access.

## **Procedures for managing prescription medicines**

Medicines should only be taken into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day.' Medicine prescribed with a frequency of 'three times a day' can be given prior to school, after school and before bed.

Medicines that have been prescribed by a doctor, dentist, nurse or pharmacist prescriber need to have been kept in the container as originally dispensed. No changes to prescribed dosages or parental instructions to be made.

The parent must complete the appropriate paperwork, available from the school office, before a medicine can be administered. (Appendix A)

## **Non-prescription medicines**

**In paragraph 35 on page 10, the DfES guidance explains that the employer's policy should set out the circumstances under which staff may administer non-prescribed medicines. It says that where the headteacher agrees to administer a non-prescribed medicine, this must be done in accordance with the employer's policy.**

Non prescribed medicines (e.g. Calpol) must not be given without "specific prior written permission from the parents". Parents need to sign Appendix A

Before administering a non-prescribed medicine, staff should check that it has been administered without adverse effect to the child in the past, and that the parents have certified that this is the case.

Children under 16 should never be given medicines containing aspirin, unless prescribed by a doctor.

## **Administration of Medicines**

Any member of staff giving medicines to a child will check,  
the child's name  
prescribed dose  
expiry date  
any additional written instructions provided by the prescriber on the label or container.

If in doubt about any aspect of the procedure, staff will not administer the medicines but check first with the parents before taking further action.

Staff administering the medicine will complete and sign the appropriate paperwork (Appendix A) detailing the timing of the medicine given, dosage and anything else of note.

All records relating to medicines will be kept in the First Aid log in the First Aid Cupboard (disabled toilet).

## **Safe storage and disposal of medicines**

Large volumes of medicine should not be stored.

Staff will only store, supervise and administer medicine that has been prescribed for an individual child and is in the original container.

Medicines will be stored in accordance with the product instructions.

Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of medicine and the frequency of administration.

Where a child needs two or more prescribed medicines, each should be in a separate container.

All prescription medicine must be kept locked in the medicine cupboard when not in use. Medication which requires refrigeration will be stored in a locked fridge and not stored with other materials such as foodstuffs.

Medicines should only be kept while the child is in attendance and any unused or outdated medication will be returned to the parent for safe disposal.

## **Adrenaline Pens (Epi-pens)**

Adrenaline pens need to be easily accessible in case of emergency and should be kept in close proximity to the relevant child.

## **Ongoing Medical Needs**

Children with ongoing medical needs will be encouraged to take personal responsibility wherever possible. This will be dependent on the level of understanding of the child concerned, the nature of their medical needs and after consultation with parents. **A written health care plan will be drawn up.**

## **Inhalers**

Government regulations allow schools to obtain, without prescription, salbutamol inhalers for use in emergencies. The emergency salbutamol inhaler is only for use by children, for whom written parental consent for the use of the emergency inhaler has been given (Appendix B), who have either been diagnosed with asthma and prescribed an inhaler, or who have been

prescribed an inhaler as a reliever medication.

At Purley School we have made the decision to keep emergency asthma kits at school. The emergency kits, upon advice, include: - a salbutamol metered dose inhaler; - single-use plastic spacers compatible with the inhaler; - instructions on using the inhaler and spacer/plastic chamber; - instructions on cleaning and storing the inhaler; - manufacturer's information; - a checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded; - a note of the arrangements for replacing the inhaler and spacers; a list of children permitted to use the emergency inhaler with parental consent- a record of administration (Appendix B).

Wherever possible children who use inhalers regularly should be encouraged to carry their own inhalers.

### **Automated External Defibrillator /AED**

AEDs have consumable components that need replacing periodically. AED carries out regular self-tests and indicates any detected problems by a warning sign or light on the machine. The light is checked weekly by the caretaker.

AEDs are designed to be used without specific training but short general awareness briefing sessions are held periodically at staff training days. The manufacturer's instructions are kept with the AED.

The responsibility for using one falls upon those staff closest to the incident. Users need to ring 999 before using the AED. The NHS may cover the insurance when the AED is used under instructions from the emergency services.

The nominated first-aiders are:

Name	Course
Karen Fakes	First Aid at Work
Judie Pickering	First Aid at Work
Sarah Smith	Paediatric First Aid
Corinne Burton	Paediatric First Aid
Fran Jones	Paediatric First Aid
Sarah Street	Paediatric First Aid
Sarah Chohan	Paediatric First Aid
Sarah Clarke	Paediatric First Aid
Claire Ham	Paediatric First Aid
Julie Webb	Paediatric First Aid

### **Children with Infectious Diseases**

The Health Protection Agency guidance will be followed to assess when it is safe for children with infectious diseases to return to school.

This policy has been formulated after consultation with staff, parents and governors.

Please refer to West Berkshire Council's Medicines & Drugs guidance for further information.

**Appendix A**



**Purley Church of England (VC) Primary School**

**PARENT/GUARDIAN REQUEST FOR SCHOOL TO GIVE  
MEDICINE**

Dear Headteacher

I request that..... (FULL name of child) be given the following medication.

Name of medicine .....

Dosage .....

At the following times during the day

.....

This medicine has been administered to my child previously without any adverse effect

The above medicaments have been prescribed by the family doctor. They are clearly labeled indicating contents, dosage and child's name in FULL.

I understand that the medicine must be delivered personally to a member of staff and accept that this is a service which the school is not obliged to undertake.

**PLEASE NOTE**

Medication will not be accepted in the school unless this letter is completed and signed by the parent or legal guardian of the child and administration of the medicine is agreed by the Head Teacher.

A record of when the child has been given medicine will be kept overleaf and this must be collected for reference regarding dosage recommendations, with the medicine, at the end of the school day.

One form must be completed for each day on which medication is required.

The Headteacher reserves the right to withdraw this service.

Signed.....Parent/Guardian

Telephone Number ..... Mobile Number .....

Date .....

## RECORD OF MEDICATION GIVEN

DATE	TIME GIVEN	DOSAGE GIVEN	GIVEN BY	
			Name	Signature

## PARENT/GUARDIAN

Name	Signature	Date	Time



# Purley CE Primary School

## CONSENT FORM

### USE OF EMERGENCY SALBUTAMOL INHALER

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed: ..... Date: .....

Name (print).....

Child's name: .....

Class: .....

Parent's address and contact details:

.....  
.....  
.....

Telephone: .....

E-mail: .....



# Purley CE Primary School

## USE OF EMERGENCY SALBUTAMOL INHALER

Child's name: .....

Class: .....

Date: .....

Dear.....,

This letter is to formally notify you that.....has had problems with his / her breathing today. This happened when.....

A member of staff helped them to use their asthma inhaler.

They did not have their own asthma inhaler with them/their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given ..... puffs.

Although they soon felt better, we would strongly advise that you have your seen by your own doctor as soon as possible.

Yours sincerely,

Mrs K Fakes  
Headteacher



## Inhaler Monthly Checklist 2017/2018

Name	Manufacturer	Batch Number	Expiry Date*	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul

Checks to be carried out by Appointed Person:.....

*\*Appointed person to arrange re-ordering of out of date stock*