



POLICY ON ILLNESS AND THE ADMINISTRATION OF MEDICINES IN SCHOOL

Centre Academy London

Next review date: September 2019

92 St **John's** Hill
Battersea
London
SW11 1SH

t: 0207 7382344
f: 0207 7389862

e: info@centreacademy.net

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Introduction

Supporting Students at School with Medical Conditions

The school recognises that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010. This document is produced with reference to **the DfE's *Supporting Pupils at School with Medical Conditions***, December 2015. Although we are not a social care setting, we do have annual residential trips; the Royal Pharmaceutical Society publication *The Handling of Medicines in Social Care*, October 2016 was, therefore, also used as a reference document for this policy.

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

Illness

Parents retain the prime **responsibility for their child's health and should provide the school with information about their child's medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious. In the case of the Norovirus or similar, children should be kept at home until they have been clear of vomiting/diarrhoea for 24 to 48 hours.**

The Role of Staff

Those members of staff who volunteer to administer medicines or administer medicines as part of their role within school have received appropriate training. With regard to more complex medical needs, staff have been trained to recognise and support the needs of the individual student. In such cases, training will be provided by a medical professional.

Prescribed Medicines

Medicines should only be brought 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.**

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original **container as dispensed by a pharmacist and include the prescriber's** instructions for administration and dosage. All medicines provided by parents will be securely stored in a locked cabinet in the school offices.

Medicines and devices such as asthma inhalers may now be kept by the student and not handed in to the office. However, it is an offence for any student to pass on their medicine to another student. The school is happy to continue to store inhalers in the front office if this is more practicable.

Non-prescribed Medicines

Staff should never give non-prescribed medicine e.g. paracetamol to a child unless there is specific prior written permission from the parents. Parents must complete the form, *Parental Agreement to Administer Medicine* available from the office prior to any medicine being administered by school staff. In such cases only one dose should be given to a child during the day. Details of the medicine administered must be recorded.

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

Administering Medicines

Normally medicines will be kept under the control of the school office unless other arrangements are made with the parent. The Form Record of all medicines administered to children by staff will be kept in the appropriate school office. This must be completed on each occasion that medicine is administered to a child. When a child refuses medicine the parent should be informed, if practical, the same day.

Children with Long-Term or Complex Medical Needs

Where a child has a long-term or complex medical needs the school requests that the hospital or other medical professional draws up a health care plan and forwards this to the school. All parents need to have a copy of this plan as well. It is the **school's responsibility to implement the plan in school and to ensure** that all members of staff are familiar with it and aware of any procedures which may need to be followed in the case of an emergency situation.

Errors in administration

If an error is made in administration of medication, parents will be informed as soon as practically possible and advice taken from HSD Direct.

Time-expired and Surplus Medication

Expiry dates of medication is logged at the time it is provided and checked regularly. Time-expired or medication that is surplus at the end of the school year is returned to parents.

Residential Weeks

Medication provided for residential trips should be provided in original containers and packaging and labelled by the pharmacist or dispensing GP practice. Before the trip the expiry date of medication will be checked and time-expired medication will be returned to parents. Surplus medication is returned to parents at the end of the trip.

Where possible students will be supported to manage their own medicines, however, if required staff will help with this. During the trip, unless otherwise arranged (e.g. for asthma medication) all medication will be kept by the staff and locked away while not being supervised.

Further Information and Guidance

Further information and guidance are contained within the DfE and Department of Health guidance: Supporting Pupils at School with medical conditions (December 2015) and in the Royal Pharmaceutical Society guidance: Handling Medicines in Social Care (October 2016)