

Medicines Policy



Civitas Academy

Introduction

There is no legal duty that requires a school or setting staff to administer medicines. If medicine is administered it is done so in accordance with the school's Medication Policy.

Some children have complex health needs that require more support than regular medicine. In these instances, we seek medical advice and a **healthcare plan** is developed. In consultation with medical advice appropriate training may be undertaken.

Regular school attendance is vital for every child and Civitas Academy does all that it can to maintain high attendance figures. Nevertheless, from time to time every child will become ill and may require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete.

There are, however, a few exceptions:

- *Where a child suffers from asthma (or any other occasional ailment) and may need to use an inhaler.*

Inhalers are labelled with the child's name by the parent (in consultation with their GP) and stored in the location of the child for access at all times. It is the duty of the parent to ensure that the inhalers are in date. If a pupil is requiring frequent use of their inhaler then the parent must be informed.

- *When a child has almost fully recovered and simply needs to complete a course of medication (e.g. antibiotics) for a day or so.*

To help avoid unnecessary taking of medicines at school parents/carers should:

be aware that a three times daily dosage can usually be spaced evenly throughout the day and does not necessarily have to be taken at lunchtime;

and ask the family doctor if it is possible to adjust the medication to avoid school time doses.

Procedures.

1. If prescribed medicine needs to be administered then the parent must give prior written consent and complete details of dose to be administered in accordance with the prescribed administration. (These forms can be obtained at the office)

Any other information relevant e.g. possible side effects, special requirements, what constitutes an emergency. Parents must ensure that the correct medicine is supplied, is the correct strength and within its expiry date.

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

Paracetamol such as Calpol may be given if prescribed in accordance with instructions but for no longer than two days. Medication, eg for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.

2. Prescription medicines must be delivered by an adult to the office where they are kept in a cupboard, unless they need refrigeration when they will be stored in the fridge in the Medical Room. Medicines must always be provided in the original container as originally dispensed by the pharmacist. The label on the container supplied by the pharmacist must not be altered in any way. Similarly, if the medicine is needed to be taken outside of school e.g. on a day trip. The medicine will be stored safely by a responsible member of staff or child's parent/carer.
3. All medicines brought into school to be administered must be recorded. A record is kept for the child for whom the medication is prescribed of the time, date and dose of medicine administered. Expiry date should be checked.
4. School will not undertake to dispose of any medication. Any unused medication must be returned to parent/carer.
5. Sharps boxes must always be used for the disposal of needles.
6. No child will be forced to take medicine if they refuse, but the parent will be informed. Medication must not be given to child covertly (e.g. dissolved in liquid).
7. If the medicine is administered at a time other than indicated by the parent, or a dose accidentally missed then the parent will be informed.
8. Parent or responsible adult will collect medicine and sign to say they have checked the procedures.
9. Any adverse reactions will be recorded, reported immediately, and any necessary corrective or remedial action taken. Similarly, if there is an error in administration parents will be immediately informed and appropriate action will be taken; an accident/incident report form completed. This will include the facts of the incident, persons involved, reason for the incident, details of any ill health or injuries sustained, witness statement, details of persons informed (Parents/Carers, Pharmacist, GP, NHS direct, etc).
10. Staff should always treat medical information with confidentiality.

This policy should be read in conjunction with 'Supporting Pupils with Medical Conditions' and also guidance from the Department for Education found at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

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