



MEDICATION Policy

Next to be reviewed: September 2019

Administration of Medication to Pupils in School

This policy is to ensure the safe storage and administration of medication to pupils in school.

Governing Body Statement

Kettlethorpe High School has developed this policy to assist the school to supervise and administer medication to pupils.

Headteacher Statement

The Headteacher accepts responsibility for a school first aider to administer prescribed medication to pupils in school. In their absence, a member of staff will be allocated at the Headteacher's discretion to give, or supervise children taking prescribed medication in school.

Parents/Carers

The prime responsibility for the child's health remains with the parents/carers or child's legal guardian. They are responsible for ensuring their child is well enough to attend school. It is parents' responsibility for ensuring the school first aider is informed of the child's medication. Children with medical needs will have a written health care plan which is drawn up in conjunction with parent/legal guardian, the school and the School Nursing Services.

Prior Written Agreement

Prescribed medication will only be given to pupils in school with prior written agreement from parent/legal guardian. Wherever possible this will be on the appropriate school consent form.

Bringing Medication to School

Medication should be brought into school by a responsible adult, not the pupil. Medication will only be administered to a pupil when prescribed by a GP and after written consent has been obtained. The parent/legal guardian should therefore bring medication to school and sign the form. This includes oral medication, injections, eye drops, eardrops, nasal spray and all lotions.

The pupils are not allowed to carry any medication in their school bags or pockets except for blue asthma inhalers, epipens and insulin.

Pupils taking Ritalin medication during the school day should have the medication brought into school by the parent or responsible adult - not the pupil.

Self-Prescribed Remedies

Self-prescribed remedies for minor problems and viral illnesses will not be given in school. This includes medication e.g. Lemsip, Day Nurse, cough medicine. The parent can give this to the child before and after school but otherwise will need to decide if the child is well enough to be in school.

Storage of Medication

Medication should be handed to the office/medical room at the beginning of the school day, where it will be stored in a locked cupboard. Medication will need to be collected at the end of the day if required at home.

Record Keeping

Daily Medication e.g. Methylphenidate (Ritalin)

Pupils that take medication in school daily will have a Daily Record Sheet. The pupil and designated person will sign to state the drug has been given.

Prescribed Medication

Should be in its original package or bottle as received from the chemist. The printed label should be intact with the child's name, name of the drug, strength, dose to be given and expiry date. No part strips of medication or medication loose in envelopes will be accepted. If a parent is sending prescribed medication into school, they should sign a consent form or send a letter with it.

Dose Frequency of Medication

The dose frequency of three times a day (eight hourly) will not be given in school as the pupil will be able to take medication before school, after school and at bedtime.

The dose frequency of four times a day, usually antibiotics, will be given at lunchtime before food.

Refusal of Medication

A pupil will not be forced to take any medication he/she refuses. The parent will be informed directly by telephone that the medication has not been taken.

Confidentiality

On the pupil's entry to Kettlethorpe High School parents will be asked to complete a pupil medical form. This will inform school of the pupil's medical conditions or health problems. This information will be shared with the pupil's Head of Year and tutors as deemed necessary to ensure the health, wellbeing and safety of the pupil in school. Any further information about a pupil's medical condition that needs to be shared with other staff within the school, permission should be first sought from the parents or the child.

Emergency Medication

Any emergency medication the pupil may require through the school day will be kept in the locked cupboard in the medical room. **Epipens are stored in the office behind reception.**

Asthma Inhalers

It is safe practice for the pupils to carry their own asthma inhalers for emergency use. This being a blue bronchodilator inhaler. A spare should be kept in the locked cupboard in the medical room. If the pupil continues to feel tight, wheezy or unwell after taking his inhaler emergency help should be sought and the parent contacted.

Epipens for Anaphylaxis

A pupil who may require an epipen (adrenaline injection for anaphylaxis) should carry it with him/her at all times. It is local authority policy that a spare injection is kept in school. This is in the main office with the pupil's health care plan and flow chart for the management of anaphylaxis. If used it is disposed of in a sharps box and may need to be shown/given to the paramedic crew so the dose can be documented. An up to date list of trained staff is on display in the staffroom and reception.

Insulin

A pupil with diabetes may need to inject insulin prior to food throughout the school day. The pupil can carry this in their school bag. Under no circumstances should other pupils be allowed to play about with the insulin syringe. Needles can be disposed of in the sharps box in the medical room. Spare insulin cartridges are kept in the refrigerator in the school medical room. If a child is unable to administer their own insulin then the parents will be contacted to come into school or an ambulance called if deemed necessary.

Disposal of Medication

The school first aider will discuss the disposal of medication with parents. Parents can collect medication from school. If the medication is not required at home, surplus medication will be taken to the local pharmacy to be disposed of.