



# RUDGWICK PRIMARY SCHOOL PROCEDURE FOR ACCEPTING PRESCRIBED MEDICINES IN SCHOOL



Inspire - Believe - Achieve



## Our Vision:

Rudgwick Primary School aims to be a community where everyone is **inspired** by a love of learning, is supported and encouraged to **believe** in themselves and is enabled to **achieve** success.

**Created:** October 2022

**Review by:** 1<sup>st</sup> Aider & H+S Governor

**Date for review:** October 2023

**Approved by:** Head Teacher

## Rudgwick Primary School Procedure for Accepting Prescribed Medicines in School

Rudgwick Primary School has adopted the **West Sussex Medicines Policy** which is based on the **SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS** document produced by the Department for Education and Skills/ Department of Health. The forms mentioned in this document are from this policy.

This document details the internal procedures we have set up for accepting medicines in our school.

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It should be noted that it is not acceptable to do anything which may be detrimental to the health or well-being of the child.

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(For the purpose of this document the term 'parents' denotes the person/people who have legal responsibility for the child.)

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It is important to note that short term medicines, such as antibiotics, should only be taken in school/accepted by the school when essential. Parents should be encouraged to request doctor/dentist to prescribe the dosage accordingly to avoid a dosage in the middle of the day.

1. Medicines must handed in to the office by the parents and not accepted in the playground or brought in by the child.
2. The office staff will obtain the parent's/guardian's written consent, asking them to complete *Template D (Appendix 2)* (they both do the same job). They will also check the medicine is in the pharmacist's original container and is marked with the child's name, prescribed dose, expiry date and that it includes prescriber's written instructions. The medicine should also be accompanied by instructions from the manufacturer as staff will need to check this to ensure they are aware of any potential side effects (PIL - patient information leaflet).
3. If these requirements are met, the medicine and *Template D form* will then be passed to the Head Teacher (or deputy in his absence) for approval.

The Head Teacher will review the prescriber's instructions and, in light of this, will decide whether the medicine HAS to be administered during school hours. In most cases, short term medicines are prescribed three times a day and therefore can be taken at home before school, after school and at night. It should be remembered that young children, or those with pre-existing medical conditions (such as diabetes), may have a requirement to take a medicine 4 times a day which necessitates a dose in the middle of the day. Medicine can also be accepted if it should be taken with a meal.

If the Head Teacher is in any doubt about the procedure, he will check with parents before agreeing to administer.

If the Head Teacher agrees to accept the medicine, he will then hand the medicine and accompanying paperwork to one of the staff who have attended the *Managing Medicines* course run by WSCC and who are therefore authorised to administer medicines and this person becomes the designated member of staff for administering this medicine.

NOTE: For long term medication, the Head Teacher will meet with parents to discuss the child's ongoing needs and may decide a care plan is appropriate.

4. The designated member of staff for administering the medicine then reviews the paperwork and reads the accompanying information leaflet to ensure they are aware of potential side effects. (If they are in any doubt about the administration of the medicine, they will contact parents or a pharmacist for clarification.)

They check the time and amount of dosage required and complete this on Template D (Appendix 2) Record of medicine administered to an individual. This form, together with *templates A/B*, will be held in the folder in the front office with RV along with records of all medicines administered to children during this school year.

They will check storage instructions and the medicine will be stored either in this locked cupboard or in the staff room fridge in a clearly labelled plastic container, as appropriate.

The designated member of staff will ensure that any other relevant staff members are made aware of the child's need for the medicine and the

health concern - e.g. classroom team, lunchtime supervisors. They will also share information concerning possible side effects so that any adverse reaction is noted by staff and actioned straight away (see below, point 5).

5. When administering the medicine, the designated member of staff will ensure that a second member of staff acts as a witness to the dosage and time the medicine is given. This will be recorded on *Template D Appendix 2*.

If pupil refuses medication, they should not be forced. The member of staff will contact parents urgently and if necessary, call the emergency services.

If a member of staff notices any reaction to the medication or any side effects, they will contact the parents urgently and if necessary, call the emergency services.

6. The designated member of staff will ensure that the medicine is returned home at the end of the school day and given directly to parents (not to the child). The designated member of staff may delegate this task to a member of the classroom team if it is deemed a more efficient way of ensuring this happens.

7. If the course of medicine is completed, the medicine and its original packaging will be returned to the parents for disposal. The paperwork will remain in the folder in the front office for the rest of that academic year.

8. Records of medicines administered should be held until the child is aged 24. The office staff are responsible for ensuring the records for each academic school year are filed securely for this period of time.