

St Martin-in-the-Fields High School for Girls

A CHURCH OF ENGLAND ACADEMY
CO-ED SIXTH FORM



MEDICINES IN SCHOOL POLICY

APPROVED: November 2022
DATE TO BE REVIEWED: November 2024

ST MARTIN-IN-THE-FIELDS HIGH SCHOOL FOR GIRLS

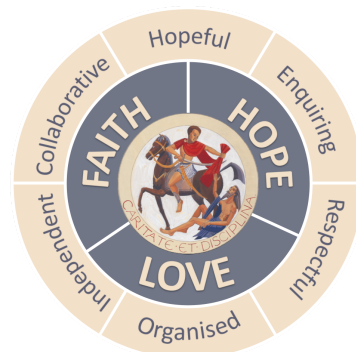
MEDICINES IN SCHOOL POLICY

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Our Vision

And now these three remain: faith, hope and love. And the greatest of these is love.
1 Corinthians 13:13



Inspired by our motto “Caritate et Disciplina”, our vision is to create a safe, caring, happy and inclusive community underpinned by our Christian values of **Faith, Hope and Love**. We want our students to flourish in faith and knowledge, developing their unique gifts and talents in the classroom, in the wider life of the school and beyond.

Our Ethos

We believe that reverence for God, respect for self, others and the environment is essential and we therefore dedicate our efforts towards fostering these virtues. Through our character education at St Martin’s, we will ensure our students are HEROIC: **Hopeful, Enquiring, Respectful, Organised, Independent and Collaborative**. Our students will fulfil their academic potential, but more than this, our students will develop the skills, competencies, personal qualities and characteristics that will help them to be successful in the future.

MEDICINES IN SCHOOL

Aim of policy

This policy seeks to support students with both long-term and short-term health needs and its aim is to ensure the safe and appropriate administration of medication to students with medical needs within the school. The school will aim to minimise any disruption to the child's learning as far as possible and will work with parents/carers and health professionals to ensure this. By allowing students to take medication at school it will reduce the time that the students need to be absent from school and will help the school look after our students' wellbeing.

Responsibility

Staff

All staff will undertake the required training within school to support the implementation of this policy.

Students

It is the responsibility of the students to follow all medical protocols within school. A student who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another student for use is an offence. It is preferable as per current practice that any prescribed medication which needs to be administered during school hours is kept in the main office.

Parents/Carers

- Parents/Carers must inform school of any medical needs relating to their child and abide by the protocols contained within this policy.
- It is the parent/carer's responsibility to ensure that medicines sent to school are in date. If new supplies are needed it is the responsibility of the parents to supply the necessary medication.
- Where needles are used, a sharps container and adequate arrangements for collection and incineration should be in place by the parent/carer.
- Special arrangements must also be put in place by the parent/carer for any equipment used which may be contaminated with body fluids, such as blood etc.
- It is the parent or carer's responsibility to collect and dispose of out of date or unused medication.
- It is the parents/carers' responsibility to notify the school in writing if the student's need for medication has ceased.

Administration of Medicines

Managing medicines during the school day

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Non-prescription medicines

Unprescribed medication, eg for pain relief, will be administered with verbal or written consent of the parent/carer but will not be administered without first checking maximum dosages and when the previous dose was taken. School will inform parents/carers that this medication has been given.

The school keeps its own supply of standard paracetamol for administration to students.

Prescription medicines

Prescribed medicines or controlled substances which have not been prescribed by a medical practitioner will not be administered in school. Prescription medicines should only be taken during the school day when essential.

School will only accept prescribed medicines that are accompanied with a note of consent by the parent/carer. The medication also must be properly and clearly labelled with:

- the name of the medicine
- the child's name
- the dose
- the administration times
- the storage details (if specific to that medication)
- the information leaflet
- The date of issue

The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

Medicines will only be administered according to the instructions on the pharmacy label and with written parental consent. The designated member of staff must complete the medicine record fully with all information being recorded. When medicines are used staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP/Pharmacist or from the parent/carer.

The school will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent/carer. Expired medicines or those no longer required for treatment will be collected by the Admin Support Team and given to the parent/carer for safe disposal.

Records

School will keep a record of all medicines administered to individual students using the Record of Medication Administered Form. Any reactions to the medication to be administered at school will be noted and the parents/carers informed. Record of Medication Administered Forms are kept in the main school office.

Care Plans

For each student with long-term or complex medication needs a Care Plan is drawn up by the school nurse or other health professional (e.g. Sickie Cell Nurse). Care Plans are kept in the main school office.

Storing Medicines

Medicines should only be kept while the child is in attendance at the school. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises, for example on school trips. The school will keep the medication out of the reach of students and securely in a cupboard which is locked at the end of the day and the medication can only be accessed by authorised staff. Where medicines need to be refrigerated they will be stored in a designated fridge.

Epipens and other Emergency Medication

All staff will be given appropriate training in the administration of emergency medication in conjunction with the School Nurse.

Arrangements will be made for immediate access to any emergency medications. For example:

- In case of Epipens, one should be kept with the student and a labelled spare pen in the main office.
- In case of Asthma medication, one should be kept with the student and a labelled spare inhaler/s and equipment held in the main office.
- Wherever there are specific requirements needed with a controlled medicine, to meet the medical needs of an individual in school, then the school will work within the medical and DfE guidance regarding this.

Emergency medication should always be taken by the student if the student goes out on a trip with an identified trained staff designated to administer if required.

Procedures for Off-site Learning

Residential Visits

- The Trip Leader is responsible for checking medical needs of students.

- The Trip Leader must check any Care Plan requirements and put appropriate procedures and contingency plans in place.

Day Visits

- For part-day visits students should, wherever possible, go to the main office before/after the visit to take their medication.
- For full day, parents/carers are responsible for completing the Parental Consent Form/Trip letter giving relevant information about any medication that is required.
- The Trip Leader will collect any necessary medication from the main office and follow normal guidelines or requirements set out in the student's Care Plan and take a copy of the plan with them.

Supporting Students with Medical Needs

Where a student needs to take medication in school for an extended period or has a chronic ongoing condition, a Care Plan will be put in place. Parents should provide the school with all necessary information about their child's condition and must sign the appropriate agreement forms for the administration of medication.

School staff will be made aware of students with medical conditions. This information is kept on Staff Shared area for all staff to access. Care Plans are kept in the main office. Students will be accompanied to the main office/Student Services if they are ill and unable to collect their medication on their own.

Administration of medication by a qualified member of staff or self administration by the student may take place with written permission from parents. The school will ensure that procedures are in place for an emergency situation and that contingency arrangements are in place.

First Aiders

Trained first aiders in the school are:

Ms Lesley Fontaine (Attendance Officer)
Ms Charlene Braithwaite (Student Services)
Ms Rita Tavares (Premises)

2023

Ms Jenny Taylor (Student Services)
Ms Wai Lin Tang (Head Teacher's PA)

FIRST AID IS LOCATED IN THE MAIN OFFICE. IF NO ONE IS AVAILABLE, PLEASE CONTACT STUDENT SERVICES.

Other policies and documents associated with the Medicines in School Policy:

- Supporting Students with Medical Conditions Policy
- Safeguarding and Child Protection Policy