

LANGLEY GRAMMAR SCHOOL



Control of Medicines Procedure

Langley Grammar School Management of Medicines Procedure

Introduction

Langley Grammar School has adopted the guidance issued by Slough Borough Council based on the document 'Managing Medicines in Schools and Early Years Settings' – March 2005 from the Department for Education and Skills (DfES) and Department of Health (DoH) reflecting the National Service Framework for children

The salient points are:

- Most students will need to take or be given some form of medication at some time in their school life.
- Medication should only be taken in school when absolutely necessary and it is helpful if dose frequencies can be arranged for this to take place out of school hours.
- No student under 16 should be given medication without his or her parents' written consent.
- A member of staff giving medicine should check the name of the student, the written instructions, the prescribed dosage and the expiry date. If there is any doubt about anything, checks should be made with parents or health professionals before proceeding.
- Students should be encouraged to manage their own medication.
- As a general rule, school staff should not give non-prescribed medication such as painkillers to students. Aspirin or medication containing ibuprofen should never be given to a child under the age of 16 unless prescribed by a doctor.
- Where students suffer regularly from acute pain, such as migraine, parents should authorise and supply appropriate painkillers for their child's use.
- In the event of a child refusing medication, school staff should not force them to do so.
- Parents should be informed as a matter of urgency and if the situation is life threatening, the emergency services should be called.
- Students who have drugs on medical prescriptions will lodge them with the Student Managers who will issue them as prescribed. Otherwise the Student Managers do not issue any medication.

Procedure

When a student is identified as having a medical condition, a written health care plan may be necessary and should be drawn up using **Health Care Plan (Form 1)** in discussion with the Deputy Headteacher. The school must have sufficient information about the medical condition of any student with long-term medical needs. For students who attend hospital appointments on a regular basis, special arrangements may also be necessary.

When a student is identified as having a medical condition requiring medication to be taken during school hours, **Forms 2 & 3** will be sent to parents for them to complete and return the appropriate form.

Self Administration of Medicines

Students with chronic illness or disability may have to take prescribed medicines during school hours, much of which will be self administration eg inhalers, insulin. In these cases, the **Request for child to carry his/her own medicine (Form 2)** should be completed by the parents/guardian and lodged with the medical files by the Student Manager.

Administration of Medicines

- **Langley Grammar School will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions;**
- The administration of medicine is the responsibility of the parent(s)/carer(s);
- **The Parental Agreement Form (Form 3)** must be completed to ensure written agreement is obtained before ANY medication can be administered;
- On receipt of the agreement form, together with the relevant medication, the Student Manager will check the following:
 1. The child's name
 2. Prescribed dose
 3. Expiry date
 4. Written instructions provided by the prescriber on the label or container;
- When a student goes to student support to request their medication, the Student Manager will check all the above before dispensing the medication;
- In the case of a request for ad hoc pain killers (eg for migraine) the Student Manager will first contact the parent/guardian to ensure it is safe to give the medication at that particular time, then supervise the student taking their own medication
- Student Manager completes and signs the **Individual Student Record Form (Form 4)** once the student has taken/been given the medication.
- If in doubt about any of the procedures the Student Manager should check with the parents or a health professional before taking further action;

Storing Medication

Medicines are stored in the Student Support Office in the care of the Student Managers. Medicines must be kept in the original container in which dispensed and must be clearly labelled with the name of the student, the name and dose of the medicine, the frequency of administration and expiry dates. Where a student needs two or more prescribed medicines, each should be in a separate container. These medicines must be placed in suitable additional sealed/airtight containers and clearly labelled 'medicines'.

Disposal of medicines

School staff should not dispose of medicines. Parent(s)/carer(s) are asked to collect medicines held at school at the end of each term. Parent(s)/carer(s) are responsible for disposal of date-expired medicines. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.