

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 key 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 student 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 support staff who will issue them as prescribed. Otherwise the staff 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 Individual **Healthcare Plan (Form 1)** in discussion with the Student Support Manager. 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 student to carry his/her own medicine (Form 2)** should be completed by the parents/guardian and lodged with the medical files by the student support staff.

School 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, student support staff will check the following:
 1. The student'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, student support staff will check all the above before dispensing the medication;
- In the case of a request by a student for non prescribed medication held for their use as agreed with parents (eg painkillers for migraine) student support staff 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 support staff complete and sign the **Individual Student Record Form (Form 4)** once the student has taken/been given the medication.
- If in doubt about any of the procedures student support staff should check with the parents or a health professional before taking further action.

Emergency Salbutamol Inhalers

Langley Grammar School holds salbutamol inhalers for use in emergencies in line with the discretionary power granted to schools in October 2014. See Langley Grammar School Procedure for Use of Emergency Salbutamol Inhalers

Storing Medication

Medicines are stored in the Student Support Office. 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.

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Form 1 Individual Healthcare Plan

Student's name

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Form

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Date of birth

/ /

Student's address

--

Medical diagnosis or condition

--

Date

/ /

Review date

/ /

Family Contact Information

Name

--

Phone no. (work)

--

(home)

--

(mobile)

--

Name

--

Phone no. (work)

--

(home)

--

(mobile)

--

Clinic/Hospital Contact

Name

--

Phone no.

--

G.P.

Name

--

Phone no.

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Form 1 (continued) Individual Healthcare Plan

Describe medical needs and give details of student's symptoms

Daily care requirements (e.g. before sport/at lunchtime)

Describe what constitutes an emergency for the student, and the action to take if this occurs

Follow up care

Who is responsible in an emergency (state if different for off-site activities)

Form copied to

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Form 2 Request for student to carry their own medicine

This form must be completed by parents/guardian and returned to Student Support

If staff have any concerns discuss this request with healthcare professionals

Student's name

--

Form

--

Address

--

Name of medicine

--

Procedures to be taken in an emergency

--

Contact Information

Name

--

Daytime phone no.

--

Relationship to student

--

I would like my son/daughter to keep his/her medicine with him/her for use as necessary.

Parent's signature.....

Print name

Date.....

If more than one medicine is to be given a separate form should be completed for each one.

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Form 3 Parental agreement for school to administer medication

Langley Grammar School will only give your child medication once this form has been completed, signed and returned to the Student Support with the medication in its original packaging.

Date	
Student's name	
Date of birth	
Form	
Medical condition or illness	
Name and strength of medicine	
Expiry date	
How much to give (<i>i.e. dose to be given</i>)	
When to be given	
Any other instructions	
Number of tablets/quantity or medication given to Student Support	

Note: Medicines must be in the original container as dispensed by the pharmacy

Daytime phone no of parent or adult contact	
Name and phone no. of GP	
Agreed review date to be initiated by	[name of member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school/setting policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature.....

Print name

Date.....

If more than one medicine is to be given a separate form should be completed for each one.

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Form 4 Record of medicine administered to an individual student

Name of Student:

Medication:

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

If more than one medicine is to be given a separate form should be completed for each one.