



CREATING A CLIMATE FOR GREAT LEARNING,  
SUCCESS AND OPPORTUNITY

# **Benton Park School**

# **Medicines in School**

# **Policy**

**Reviewed:** October 2020

**Date of Next Review:** October 2021

**Responsible Officer:** Director of Facilities

Covid 19 amendment – Where ever possible students should be encouraged to self-medicate where possible with appropriate remote supervision. Staff who cannot assist from a safe 2m distance should wear single use mask, gloves and apron while administering Medication. PPE should be disposed of after each use. In the event that a member of staff is required to treat an individual exhibiting signs of Covid 19 PPE should be safely disposed of in the wheelie bin in the Hub and stored for 72 hours before moving to the main external waste bins.

## **Introduction**

Benton Park School recognise that students with medical needs have the same rights of admission to our school or setting as other children. Many students will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some students however may have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis. Others may require medicines in particular circumstances, such as students with severe allergies who may need an adrenaline injection. Students with severe asthma may have a need for daily inhalers and additional doses during an attack. Diabetic student may need to carry medication on them to control their medical condition.

Most children with medical needs are able to attend school regularly and can take part in normal activities, sometimes with some support. However, staff may need to take extra care in supervising some activities to make sure that these students, and others, are not put at risk.

This policy applies to staff and students of Benton Park School, there is a separate policy for staff and students attending the Meadows Park educational provision, this is managed by the Governing Body of the North West SILC.

The Headteacher of Benton Park School working with the Governing Body retains overall responsibility for the safe management of medicines in school. Day to day responsibility for the application of this policy, monitor and review of the procedures and safeguarding in relation to administration of medicines is delegated to the Nominated Person. The Nominated Person at Benton Park School is the Safety and Facilities Manager.

## Aims

This policy aims to detail our internal procedures for the management and administration of medicines in school.

The policy also seeks to clarify the roles and responsibilities for managing short and long term administration of medicines including those of staff, students and parents/carers.

**Please note that parents should keep their children at home if acutely unwell or infectious.**

Covid 19 – your child must not attend school if they are showing any of the following symptoms of COVID-19:

- a high temperature – this means they feel hot to touch on their chest or back, and/or
- a new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours, and/or
- a loss of, or change in, their normal sense of taste or smell (anosmia).

If your child shows any of these symptoms they should not attend school and your child should also be tested for COVID-19, ideally within the first five days of having symptoms. Please see the NHS.UK website for more information on testing: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>.

## Medicines in School

Parents should provide full information about their child's medical needs, including details on medicines their child needs.

It only requires one parent to agree to or request that medicines are administered. Where parents disagree over medical support, the disagreement must be resolved by the Courts. We will continue to administer the medicine in line with the consent given and in accordance with the prescriber's instructions, unless and until a Court decides otherwise.

Medicines should only be brought to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'. We will normally only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Prescribed medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage and expiry date. Where possible medicines that require to be taken 3 times a day should be taken outside the school day and not brought into school. If in doubt parents/carers should ask for advice from the prescriber.

Prescribed medication will only be accepted in school with written and signed instructions from the parent, this would normally be a completed **Administration of Medicines Form (appendix 2)**. This is available for parents/carers to download from our website, alternatively a hard copy can be obtained from school reception.

In some cases it may be appropriate for school to agree to administer non-prescribed medication. Please note non-prescribed medications will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. In some cases we may ask for medical evidence to determine this. Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents this would normally be a completed **Administration of Medicines Form (appendix 2)**.

**A child under 16 should never be given aspirin-containing or ibuprofen medicine unless prescribed by a doctor.**

Each item of medication must be delivered to the school reception, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- . Student's Name.
- . Name of medication.
- . Dosage.
- . Frequency of administration.
- . Date of dispensing.
- . Storage requirements (if important).
- . Expiry date.

**We will never accept medicines that have been taken out of the container as originally dispensed or make changes to prescribed or recommended dosages on parental instructions.**

In most cases Medication will be kept in a secure place, out of the reach of students, this is currently held in the designated cabinet in student reception. Medication to be administered in school that is a controlled drug will be kept in a locked non-portable cabinet in the medical room.

It is the responsibility of parents to notify the school in writing if the student's need for medication has ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term or when the student no longer requires these. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal. Parents will be asked to confirm in writing if they wish their child to carry their medication to and from school.

Parents will be asked to confirm in writing (**Appendix 4**) if they wish their child to carry basic/common medication with them in school where this does not pose a risk to other students e.g. Asthma inhalers/ paracetamol/ anti-histamines. Where this has

been agreed with Parents/Carers school cannot record when the medication was taken or how often.

Medication must only be used by the student for whom it has been prescribed. Students must not share their prescribed or non-prescribed medication with any other individual including students who have been prescribed similar or the same medication, this includes siblings. Staff who become aware that students are sharing medication will explain to the student that such practice is not allowed and report this to the pastoral teams who will contact parents/carers.

### **Designated Staff**

Staff who assist in the administration of medication will receive appropriate training/guidance. Staff who are trained to administer, or supervise the administration of Medicines are;

Jo Welbourne  
Emma Leonard  
Sue Wilson  
Debbie Jones  
Sara Wood  
Louise O'Donoghue  
Sandie Hearne  
Dawn Harding

In the event that school administer an Epi-pen to a student, an ambulance will be called immediately and the Epi-pen will go to hospital with the student. All staff have regular reminders on the administration of Epi-pens in an emergency.

It is anticipated that most of our students are able to administer their own prescription medication and staff will supervise this where appropriate. Where a student is unable to administer their own medication under supervision an Individual Care Plan will be agreed with parent/carers.

Staff should not administer medication where there is any doubt regarding the medicines, application or dosage but check with a parent/carer or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school or setting.

If students refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

Staff administering or supervising the administration of medicines will update school records of the administration of medicines (**Appendix 3**). This will include the date and time medicines have been taken, the dosage taken and the member of staff who administered or supervised the taking of medication. These records will be made available for parents.

All staff will be made aware of the procedures to be followed in the event of an emergency.

## **Request for a student to carry medicine**

The School will also allow students whose parents/carers have decided the student can be responsible for administering and managing their own medication to do this providing written consent is given (**Appendix 4**).

Parents/carers may send daily doses of over the counter medication only, to school with their child, if it supports good attendance. However, this is the parents/carers responsibility.

Parents/carers are responsible for ensuring that students do not bring more than a daily dose of medication into school each day. In giving written permission they are allowing their children to self-medicate, the parents/carers accept responsibility for ensuring their child is clear regarding the safe use of the non-prescribed medication and that they understand that they are not under any circumstances allowed to give non-prescribed medication to other students.

Whilst we understand that some student's may experience recurring pain due to dental treatment such as orthodontics or period pain this should be for short periods of time of no longer than 3 days. If a student suffers regularly from frequent or acute pain the parents/carers should refer the matter to the student's GP.

## **Students with Long Term / Complex needs**

Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from the student's General Practitioner (GP) or paediatrician, if needed. The school nurse or a health visitor and specialist voluntary bodies may also be able to provide additional background information for staff.

Students with long-term or complex medication needs will have an **Individual Health Care Plan (Appendix 1)** agreed with parents/carers, in conjunction with the appropriate health professionals. Where a Care Plan is required the nominated person will oversee the development and implementation of this plan along in partnership with the SENCo and/or Pastoral team.

All adults should be aware of issues of privacy and dignity for children with particular needs.

## **Educational Visits**

Trip Leaders responsible for an Educational visit should always be aware of any medical needs, and relevant emergency procedures. A copy of any Individual Care Plan should be taken on visits. If a Trip Leader is concerned about whether they can appropriately provide for a student's safety, or the safety of other students on a visit, they should seek parental views and medical advice from the school nursing service or the child's GP.

The school will make every effort to continue the administration of medication to a student whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a student on a school trip if appropriate supervision and/or appropriate storage of medication cannot be guaranteed.

Staff on an extended educational visit may administer non-prescription medication if parental permission to do so has been given on the EV1 form and signed by the parent/carer. This must be administered in line with the manufacturer's instructions, if in doubt staff should seek medical advice. Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

**A child under 16 should never be given aspirin-containing medicine or ibuprofen unless prescribed by a doctor.**

### **Sporting Activities**

Most students with medical conditions can participate in physical activities and extra-curricular sport. School will provide flexibility for students to participate in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a student's ability to participate in PE should be recorded in their Individual Care Plan.

Some students may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers or diabetic remedies. Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

### **Emergency inhalers**

As part of our school Asthma policy. Benton Park now holds a supply of Emergency use inhalers. These inhalers will only be used where a student has been diagnosed with Asthma and has been prescribed an inhaler and whose parents have provided written consent for them to use it in an emergency. This would only be used when the student's own inhaler is not available or is unusable, If parents would like to give written consent for their child to be able to use the emergency inhalers please complete (**Appendix 5**)

Parents are reminded that it is their responsibility to send students with the required medication at all times and to inform the school of any changes to their child's medical conditions.

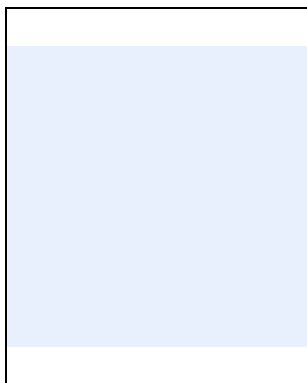


# BENTON PARK SCHOOL

CREATING A CLIMATE FOR GREAT LEARNING,  
SUCCESS AND OPPORTUNITY



## Individual Healthcare Plan – Med 1



**Name:** .....

**Date of Birth:** .....

**Condition:** .....

**Form:** .....

**Date:** ..... **Review Date:** .....

### CONTACT INFORMATION

Family Contact 1	Family Contact 2
Name: .....	Name: .....
Phone No: (work) .....	Phone No: (work) .....
(home) .....	(home) .....
Relationship: .....	Relationship: .....

Clinic/Hospital Contact	G.P. Details
Name:	Name:
Phone No:	Phone No:



**Describe condition and give details of student's individual symptoms:**

**External Specialist Support:**

**Daily care requirements: (eg 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 on off-site activities)**

**Form Copied To:**

Form Tutor	<input type="checkbox"/>	Parents	<input type="checkbox"/>	SIMS	<input type="checkbox"/>
Key Stage Leader	<input type="checkbox"/>	Safety/Facilities Manager	<input type="checkbox"/>	Other:	<input type="checkbox"/>



Appendix 2  
**BENTON PARK SCHOOL**

CREATING A CLIMATE FOR GREAT LEARNING,  
SUCCESS AND OPPORTUNITY



**Medication Administration Request Form – Med 2**

**Please note a child under 16 should never be given medicine containing aspirin  
or ibuprofen unless prescribed by a doctor**

**Name:**

.....

**Date Of Birth:**

.....

**Male/Female:**

.....

**Form:**

.....

**Condition or Illness:**

.....

**MEDICATION**

Name/Type of Medication:  
(as described on the container)

\_\_\_\_\_

For how long will your child take this  
medication:

\_\_\_\_\_

Date dispensed:

\_\_\_\_\_

Amount held by school:

\_\_\_\_\_

**Full Directions for use:**

Dosage and method:

\_\_\_\_\_

Timing:

\_\_\_\_\_

Special Precautions:

\_\_\_\_\_

Side Effects:

\_\_\_\_\_

Self Administration:

\_\_\_\_\_

Procedures to take in an Emergency:

\_\_\_\_\_

**CONTACT DETAILS**

Name:

\_\_\_\_\_

Daytime Tel No:

\_\_\_\_\_

Relationship to Pupil:

\_\_\_\_\_

Address:

\_\_\_\_\_

Signed:

\_\_\_\_\_

Date:

.....



## Appendix 4

### Request for a student to carry and self-administer medicine

The School will allow students whose parents/carers have decided their child can be responsible for administering and managing their own medication to do this providing written consent is given.

Parents/carers may send daily doses of over the counter medication only, to school with their child, if it supports good attendance. However, this is the parents/carer's responsibility.

Parents/carers are responsible for ensuring that students do not bring more than a daily dose of medication into school each day. In giving written permission they are allowing their children to self-medicate, the parents/carers accept responsibility for ensuring their child is clear regarding the safe use of the non-prescribed medication and that they understand that they are not under any circumstances allowed to give non-prescribed medication to other students.

**THIS FORM MUST BE COMPLETED BY PARENTS/GUARDIAN**  
**If staff have any concerns discuss request with school healthcare**  
**Professionals**

<b>Benton Park School</b>	
<b>Student's Name</b>	
<b>Form Group</b>	
<b>Address</b>	
<b>Medicine</b>	
<b>Reason for use</b>	
<b>Procedures to be taken in an emergency</b>	
<b>Contact Information</b>	
<b>Emergency Contact Name</b>	
<b>Day time contact number</b>	
<b>Relationship to student</b>	
I would like my child to carry his/her medicine as described above on him/her for use as necessary. I understand it is my responsibility to notify school if I wish to change or amend this permission.	
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

Appendix 5

USE OF EMERGENCY SALBUTAMOL INHALER CONSENT FORM



Students showing symptoms of asthma/having asthma attack

1. I can confirm that my child has been diagnosed with asthma/has been prescribed an inhaler.
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day and a spare inhaler that will be left at school
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies

Signed

Date.....

Name

(print).....

Relationship to

student.....

Student's

Name.....

Form.....

Parent's/Carer's address and contact details:

.....  
.....  
.....

Telephone.....

Email.....