



# **St Nicholas Catholic High School**

## **Medicines Policy 2018**

## Version Control

Current version	Previous version	Summary of changes made
		<b>23<sup>rd</sup> October 2018</b>
		<p>In April 2018 new guidance was released by the NHS advising that wherever possible, over the counter medication such as ibuprofen and antihistamines would no longer be prescribed and should be obtained over the counter.</p> <p>In line with this new guidance, the ratified policy of March 2018 is updated from 23<sup>rd</sup> October 2018 to allow over the counter medicines to be held and administered on behalf of the student in School. This is in accordance with the correctly completed Form A form as detailed in the ratified Policy.</p>

Policy Impact Statement	
<b>Policy:</b>	
<b>This Policy has been implemented:</b>	
Fully	
Partially	
Occasionally	
Not at all (give reasons why)	
<b>What revisions need to be made:</b>	
To the Policy?	See Version Control Above
To its implementation?	

## **St Nicholas Catholic High School Medicines Policy for 2018**

In accordance with the DfEs Guidelines on medication in schools, some students may need to take medicines during the day. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. Some young people will also have longer term medical needs and may require medicines on a long term basis. However, such medicines should only be sent into school where it would be detrimental to the student's health if it were not administered during the school day. Schools are not obliged to undertake this service.

No student in school will be given medication without prior written consent from a person with parental responsibility and must be agreed by the Head or a designated member of staff. Medication must be delivered to school by someone with parental responsibility. It is prohibited for students to carry medication (exceptions to this being students carrying emergency medication – asthma reliever inhalers, Epipens/JextPens/Anapens or insulin). All medicines are poisonous in the wrong dose and this policy will be enforced to safeguard all of our students. If a young person brings to school any medication where prior written notification has not been received, school will not be responsible for that medication and a parent/carer will be contacted.

Should any student require medication during the school day, a parent/guardian must deliver the medicine to school and they will be required to complete Form A (Medication Consent & Administration Log) to give consent for the medication. Medication will be logged in and out to ensure safety and for audit purposes. Parents/guardians will be required to collect medicines at the end of term or if no longer required. School staff are not permitted to dispose of medication prescribed to students.

**Only medication that is prescribed to individual students will be accepted into school and the medicine must be in the original container in which it was dispensed.** The medicine should be clearly labelled with the name of the student, name and dose of the medicine, the frequency of administration and should display the logo of the dispensing pharmacy. Please note: Medicines labelled as “use as directed” will not be accepted into school.

Medicines will only be administered when it is unavoidable to take all doses at home. For example, antibiotics prescribed 'three times a day' can be managed at home but antibiotics prescribed 'four times a day' or at specific mealtimes will be accepted. Where medicines are required to be taken during school hours, parents/guardians are encouraged to ask prescribers for two prescriptions: one for use at home and one for use in school with specific instructions as to the timing of the dose and any special considerations (e.g. prior to food, after food etc.). Medicines required at a specific time should also have instructions in case a dose is late or missed for whatever reason.

Medicines need to be taken for a minimum of 24 hours at home before school will administer the medicine. This is a safety related issue and parents/guardians will be asked to confirm that their child has not displayed any adverse effect to the medication before school agrees to administer the medicine.

Medicines will be stored in a lockable, non-portal container to which only named staff will have access to ensure that we are COSHH compliant with medicines. Students will be made aware of how to access their medication. School are unable to store large volumes of medicines.

Refrigerated items will be placed in a medicine specific fridge located in the Medical Room and storage instructions as per the dispensing label will be complied with.

Every student with long term medication in school will have a Health Care Plan and this will be reviewed at least annually.

If a student refuses to take medication for any reason, staff will not force them to do so and this will be recorded in the Health Care Plan. Parents/guardians will be informed of their refusal on the same day. If the refusal to take medication results in an emergency, the school's emergency procedure will be followed.

If students need to carry his/her own emergency medication (specifically asthma reliever inhalers, EpiPen/JextPen/AnaPen or insulin) Form C – Request for Student to Self Administer Medication will be required to be completed by a parent/guardian. These medications must be clearly labelled with the student's name and have prescribing instructions for use. Requests for students to carry his/her medication will be considered by the Head or designated member of staff.

Please note: any medication containing aspirin or ibuprofen MUST NOT be given to any child under the age of 16 unless they have been prescribed by a medical practitioner.

All medications to be held in school must be prescribed by a medical professional including hay fever, migraine remedies etc. Over the counter medicines will not be accepted by school.

At present it is school policy to administer ONE OCCASIONAL paracetamol tablet to students with written consent from a parent/guardian. This is the ONLY exception where medication is not prescribed. Paracetamol will be given at break and lunchtime and only ONE tablet will be given per day. Parents/guardians will be contacted if any student is requesting paracetamol on more than TWO occasions during a half term.

The school reserves the right to withdraw this service and it is under constant review.

Medication provisions for residential trips will be discussed at the point of booking the trip. Use of non-prescribed medicines for minor ailments may be considered but will be for a limited period of 24 hours (maximum of 48 hours to take into consideration weekends or travelling time). Following that length of time, if symptoms persist, medical advice will be sought as there is a risk that non-prescribed drugs may interact with prescribed medications. Parents/guardians are requested to check with their GP to confirm safety of these non-prescribed medicines.

Should parents/guardians consent for school to administer medication, they are consenting that medical information can be shared with members of staff and the School Nursing Service (if needed) who will be involved in their care. Only relevant staff will have access to this information. Should parents/guardians wish to withdraw this consent, this should be done so in writing.

Enquiries can be directed to school's Student Support Office.

#### References:

- Managing Medicines in Schools and Early Years Settings.
- Department for Education and Skills/Department of Health March 2005
- The Administration of Medicines in Educational Establishments
- Cheshire West and Chester March 2011
- National Service Framework for Children, Young People and Maternity Services

- Medicines for Children and Young People
- Department of Health Oct 2004
- Supporting Pupils with Medical Needs
- Department of Health
- Control of Substances Hazardous to Health Regulations 2002

Supported Reading:

- The Medicines Act 1968
- The Misuse of Drugs Act 1971
- The Health & Safety at Work Act 1974
- Statutory Framework for the Early Years Foundation Stage 2012

By order of the Governing Body of St Nicholas Catholic High School

Reviewed by: Finance, Resource and Personnel Committee	Date: 1 <sup>st</sup> February 2018
Ratified by Governing Body	Date: 27 <sup>th</sup> March 2018
Review of Policy Due By	Date: February 2021

Attachments: -

Form A – Medication Consent and Administration Log  
 Form C – Request for Student to Self-Administer Medication