



# **Allerton Grange School**

## **Medicines in School Policy**

Designated Lead: Jordan Macrow, Assistant Headteacher

Reviewed March 2024

Review cycle: 1 year

Next review: Oct 2025

## **Introduction**

Allerton Grange 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 diabetes. 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.

Most children with medical needs are able to attend school regularly and can take part in normal activities, sometimes with some support or reasonable adjustments for their needs. 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 Allerton Grange School.

The Headteacher of Allerton Grange School, working with the Governing body, retain 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 Allerton Grange School is each Progress and Welfare Manager for their own year group.

## **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.**

## **Roles and Responsibilities**

### **Headteacher**

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Oversee responsibility for the development and monitoring of individual health care plans (IHCPs).
- Ensure that systems are in place for obtaining information about student's medical conditions and ensure that this information is kept up to date.

### **Parents/Carers**

We expect our parents/carers:

- Will provide the school with sufficient and up to date information about their child's medical conditions via contact with the main office or their child's progress and welfare officer.
- Will be involved in the development and review of their child's IHCP.
- Are responsible for making sure their child is well enough to attend school.
- Will provide medicines in line with this policy; that is in original labelled containers, in date and sufficient for the students conditions.

- Will provide up to date contact information and ensure that they are contactable if their child becomes unwell at school
- Will provide written agreement before any medicines can be administered to their child.

### **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 or setting 'day'. We will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. 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 should ask for advice from the prescriber. Staff will not give a non-prescribed medicine to a child. **A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.**

Prescribed medication will only be accepted in school with written and signed instructions from the parent before the medication is brought to school, this would normally be a completed administration of **Medicines Form (appendix 1)**. This is available for parents/carers to download from our website, alternatively a hard copy can be obtained from school reception.

Each item of medication must be delivered to the relevant Year Team's Progress and Welfare Manager, **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 dosages on parental instructions.**

Medication will be kept in a secure place, out of the reach of students, currently in a designated cabinet in each year office. Medication to be administered in school that is a controlled drug, or in need of refrigeration, will be kept in a locked non-portable cabinet or the fridge in the locked 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 if they wish their child to carry their medication with them in school where this does not pose a risk to other students e.g. Asthma inhalers. Where this has been agreed with Parents/Carers school cannot record when the medication was taken or how often.

Medication should only be used by the student for whom it has been prescribed. Students must not share their 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.

### **Emergency Inhalers**

Allerton Grange 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 whose parents/carers 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 2)

### **Designated Staff**

Staff who assist in the administration of medication will receive appropriate training/guidance. Only staff who have been guided to administer will be in charge of the distribution.

In the event that school administers an Epi-pen to a student an ambulance will be called. Parents with children requiring epi-pens must agree a plan with the Progress and Welfare Manager of their year group as to where the epi-pens are stored for rapid access 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 where there is any doubt regarding the medicines, application or dosage but check with the parents/carers 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. 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.

### **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 Care plan (appendix 3)** agreed with parents/carers, in conjunction with the appropriate health professionals. Where a Care plan is required a nominated person will oversee the development and implementation of this plan in partnership with the SENDCO and/or Pastoral team.

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

### **Individual Health Care Plans and Further Paperwork**

For students who have identified that they have asthma, parents and carers will be expected to provide:

- An Asthma Care Plan
- Permission to use an emergency inhaler

For students who have identified that they have an allergy, parents and carers will be expected to provide:

- Information in support of an IHCP
- EpiPen/Jext/Emerade information
- Permission to administer emergency medicine

These are to be collated by the main office and all documentation is to be attached to provision map and shared with Year Leaders.

### **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 care plan should be taken on visits. If staff are concerned about whether they can 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 nurse 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 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 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 and student passport.

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 and managing their diabetes. 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.



# Allerton Grange School

## Parental Agreement for school to administer medicine

The school/setting will not give your child's medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

**Name of school:** .....

**Name of Child:** .....

**Date of birth:** .....

**Form:** .....

**Medical Condition/Illness:** .....

**Medicine:** .....

**Date dispensed:** .....

**Expiry Date:** .....

**Agreed review date to be initiated by  
Health Support Officer**

**Dosage and Method:** .....

**Timing:** .....

**Special Precautions:** .....

**Are there side effects that the school needs to know about?** .....

.....

**Self-administration:** Yes/No

**Procedures to take in an emergency:** .....

### Emergency contact details

**Name:**

**Daytime telephone number:**

**Relationship to Pupil:**

**Address:**

I understand that I must deliver the medicine to the Health Support Officer and accept that this is a service that school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

**Date:**

**Signature:**

**Relationship to child:**

## Appendix 2

### 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 and emergency inhaler held by the school for such emergencies.

Signed..... Date.....

Name.....  
(Print)

Relationship to student .....

Student's name .....

Year .....

Parent/ Carer address and contact details:

-----  
-----  
-----

Telephone -----

Email-----





# Appendix 3

## ALLERTON GRANGE SCHOOL

### Individual Healthcare Plan- Allergies

Photo to be attached by school.

<b>Name:</b>
<b>Date of Birth:</b>
<b>Condition:</b> ..... .....
<b>Year:</b>
<b>Date:</b>

Family Contact 1	Family Contact 2
------------------	------------------

<b>Name:</b> .....
<b>Phone No:</b> .....
<b>(Work)</b> .....
<b>(Home)</b> .....
<b>Relationship:</b>

<b>Name:</b> .....
<b>Phone No:</b> .....
<b>(Work)</b> .....
<b>(Home)</b> .....
<b>Relationship:</b>

Clinic/Hospital Contact	G.P. Details
-------------------------	--------------

<b>Name:</b> .....
<b>Phone No:</b> .....

<b>Name:</b> .....
<b>Phone No:</b> .....

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

**External Specialist Support;** name, dose and method of medication administration.

**Daily care requirements:** (e.g. before sport/at lunchtime). Please indicate whether medicine is self-administrated.

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

**Follow up care:**

**Form Copied To:**

Form Tutor

Parents

Provision Map

Key Stage Leader

Safety/Facilities Manager

Other:

Subject Teacher

Cover Supervisor/Supply Teacher