

Medicines Policy

General principles:

Hopespring Education staff have neither a legal nor contractual duty to administer medicines or provide health treatment. The school staff can dispense medicines for pupils to self-administer, provided the procedures in this policy are followed fully. However, these measures must not discriminate and must promote the good health of children.

Legal responsibilities under The Health and Safety at Work Act remain those of the employer.

Employees have a responsibility to:

1. take reasonable care of their own and others' health and safety;
2. cooperate with their employers;
3. carry out activities in accordance with training and instructions;
4. inform the employer of any perceived risks.

Procedures for managing prescription medicines:

- The school holds confidential information on pupils' health. This needs to be updated regularly. The provision of this information remains the responsibility of the parent/carer.
- The pupil's own doctor is the person best placed to advise whether a pupil should or should not attend school.
- The school will consider requests made by parents in respect of the self-administration of medicines when:
 - A pupil suffers from chronic long term illnesses / complaints such as asthma, diabetes or epilepsy.
 - A pupil is recovering from a short term illness but requires a course of antibiotics, cough medicines etc.
 - A pupil regularly needs analgesia, (e.g. for migraine or period pain).
- The request form must be used whenever a parent/carer wishes medication to be self-administered and must be resubmitted termly.
- The medicine must be brought to the school by the parent/carer (the pupil may bring the medication if previously agreed with the school staff) and must be delivered personally to a member of staff with responsibility for the pupil. Where the need for medication is long-term, up to a term's supply of medication will be accepted.
- Medicines will be self-administered by the pupil, supervised by a member of the school staff.
- The school staff will complete the Administration Log each time medication is supplied to the pupil.
- The school will not be held responsible for failure to dispense medication – the pupil should take responsibility for requesting it at the appropriate time.
- All medicines must be clearly labelled with owner's name, dosage and contents.
- If staff have concerns about the nature of given medication, we reserve the right to

refuse their administration. Parents/carers will be advised of this immediately and will be consulted on alternative arrangements.

Record keeping:

All completed Parent/Carer Request Forms and Administration Logs will be kept on file at the school for at least 12 months.

Safe storage and return of medicines:

Generally non-emergency medication should be stored in a locked cupboard, accessible only by staff, preferably in a cool place.

The school will consult with parents/carers over whether or not asthma inhalers are held by pupils or staff. If held by the pupil, parents will be asked to provide a labelled spare inhaler in case the regular one is lost/broken etc, that will be stored in the locked cupboard.

All emergency medication e.g. inhalers, Epipen, dextrose tablets and anti-convulsants must be readily accessible but stored in a safe location known to the child and relevant staff.

All medicines must be clearly labelled with the owner's name, dosage and contents. Medication should always be kept in the original dispensed containers. Staff should never transfer medicines from original containers.

Medication should be returned to the pupil's parent/carer whenever:-

- The course of treatment is complete
- Labels become detached or unreadable. (NB: Special care should be taken to ensure that the medication is returned to the appropriate parent/carer)
- Instructions are changed
- The expiry date has been reached

In exceptional circumstances, e.g. when a pupil has left the school, it can be taken to a community pharmacy for disposal. Medication should not be disposed of in the normal refuse, flushed down the toilet, or washed down the sink.

It is the parent/carer's responsibility to replace medication which has been used or expired, at the request of the school staff.

Trips and visits:

Staff will look after medicines that are to be administered during a trip or visit.

Emergency medication:

Anyone caring for children has a duty of care to act like any reasonably prudent parent. In exceptional circumstances the duty of care could extend to voluntarily administering medicines and/or taking action in an emergency. Staff must be made aware of any pupil with specific medical needs and training put in place for staff who have volunteered to administer emergency medication. In general the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Analgesics (painkillers) and other non-prescription medicines:

The school staff are not permitted to provide any non-prescription medication to young people, including analgesics, that have not been supplied by the parent/carer with an accompanying request form (see attached).

Pupils should not bring any non-prescription medicines to the school for self-administration without the consent of their parents/carers via a request form.

If a parent/carer wishes their son/daughter to self-administer non-prescription medicines during the school day they should follow the procedure for managing prescription medicines below.

For pupils who regularly need analgesia (e.g. for migraine), an individual supply of their analgesic can be kept in the school. The use of non-prescribed medicines should normally be limited to a 24hr period and in all cases not exceed 48 hrs. If symptoms persist, medical advice should be sought by the parent.

NB: Children under 16 should never be given medicines containing aspirin or ibuprofen unless prescribed by a Doctor.

Asthma guidelines:

Inhalers: Salbutamol, Ventolin, Salamol, Terbutaline, Intal/Cromogen, Becotide, Pulmicort, Flixotide

- The school will consult with Parents/carers over whether or not inhalers are held by pupils or staff.
- Inhalers will only be allowed in the premises once parents/carers have completed the administration of medicines form.
- Parents will be asked to provide a labelled spare inhaler in case the regular one is lost / broken etc.
- Parents/carers must advise the school of inhaler expiry dates.
- Inhalers are only to be used by/for the pupil for whom they are prescribed.

Nebulisers:

- Some pupils need to use an electric device called a nebuliser. In such cases, they will only be allowed following liaison with parents/carers and the school staff.

Sports lessons:

- Full participation remains the goal for pupils with asthmatic conditions.
- Pupils should take a dose of their inhaler before exercise.
- The inhaler should be readily accessible during the sports lesson.

Art:

Some art materials may cause difficulty for asthmatic pupils. Staff should be aware of this.

Epipen guidelines:

Some pupils may suffer anaphylactic shock through a severe and sudden reaction to insect bites, nut allergy etc. Staff must be made aware of any young person who requires an epipen and how and when it would be administered. When necessary, training will be provided to staff members.

First aid guidelines:

The First Aid responsible person should be consulted in cases of first aid. In all cases of the administration of first aid, parents/carers should be informed at the end of the day. In more serious cases, parents/carers should be contacted immediately and advised of the need to take the pupil to a doctor. In emergency cases, an ambulance should be called and the parent/carer informed immediately. A member of the school staff cannot give permission for any treatment at a hospital casualty department (blood transfusions etc.)

Further information is available in the school's First Aid Policy.

Miscellaneous:

The following will not be administered by the school staff:

- Diabetes injections
- Cystic fibrosis chest massage
- Tracheotomy procedures
- Catheterisation
- Rectal valium insertion
- Other invasive procedures



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Addendum 1: Hopespring Sunderland particulars (if applicable)



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Addendum 2: Hopespring Sunderland Millfield particulars (if applicable)

Addendum 3: Hopespring Newcastle particulars (if applicable)