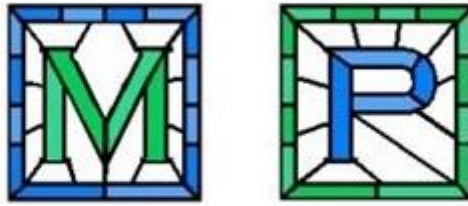


Monkfield Park



**Primary School and
Care & Learning Centre**

Medicines Policy

Approved by the Governing Body

Summer 2025

Introduction

This policy sets a clear framework within which Monkfield Park and families are able to work together to ensure that children requiring medicines receive the support they need. The policy, which has been based upon guidance from the Department for Education and Skills in collaboration with the Department of Health (2005), takes full account of the recommendations included in the Department of Health and Department for Education and Skills National Service Framework for Children, Young People and Maternity Services. Monkfield Park is an inclusive community that aims to support and welcome all children with medical conditions and to provide them wherever possible, with the same opportunities as others. This policy should be read in conjunction with the 'Supporting Children with Medical Needs' Policy.

Aims of the Policy:

- To make sure that within Monkfield Park medicines are handled responsibly;
- To ensure that all staff understand the common medical conditions that affect children at Monkfield Park by providing relevant training;
- To enable children with medical conditions to attend school regularly;
- To help ensure that all staff are clear about what to do in the event of a medical emergency;
- To ensure that parents/carers of children with medical conditions feel secure in the care which their children receive.

Staff administering medicine

- **There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.** The only exceptions are where support staff may have specific duties to provide medical assistance as part of their contract. Of course, swift action needs to be taken by any member of staff to assist any child in an emergency under their staff '**duty of care**' obligations. Anyone caring for children has a common law duty of care to act like any reasonably prudent parent. Staff need to make sure that children are safe. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits, outings or field trips. Monkfield Park will ensure that its insurance policy provides appropriate cover.

Prescribed Medicines

- Medicines will only be taken to Monkfield Park when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the day. Monkfield Park will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.
- **Monkfield Park will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.**

- It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school/setting hours. Parents/carers will be encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.
- Medicines which need to be carried about the child's person should be carried in a waist bag marked with a clearly recognizable first aid symbol i.e. white cross on a green background.

Controlled Drugs

- The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medicine for use by children, e.g. methylphenidate.
- Any member of staff may administer a controlled drug to the child for whom it has been prescribed if it is included as part of their contract. Staff administering medicine should do so in accordance with the prescriber's instructions.
- Although a child who has been prescribed a controlled drug may legally have it in their possession, Monkfield Park will, as a matter of policy keep controlled drugs in a locked non-portable container and only named staff will have access. A record should be kept for audit and safety purposes. It is legally permissible for Monkfield Park to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.
- A controlled drug, as with all medicines, will be returned to the parent when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).
- Misuse of a controlled drug, such as passing it to another child for use, is an offence.

Non-Prescription Medicines

- Staff should **never** give a non-prescribed medicine to a child without written permission from the Headteacher and parent/carer. The Head Teacher has the discretion to request that a member of staff administers a non-prescribed medicine to a child with specific prior written permission from the parents/carers. There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. The written permission from parents/carers should verify that the medicine has been administered without adverse effect to the child in the past - a note to this effect should be recorded in the written parental agreement for the school/setting to administer medicine. Where a non-prescribed medicine is administered to a child it should be recorded on Medical Tracker and the parents/carers informed. If a child suffers regularly from frequent or acute pain the parents/carers should be encouraged to refer the matter to the child's GP.

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

Administering Medicines

- No child under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a child should check:
 - The child's name
 - The prescribed dose
 - The expiry date
 - Written instructions provided by the prescriber on the label or container

- If in doubt about any procedure staff should not administer the medicines 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 Headteacher or Manager in the first instance who will liaise, if appropriate, with the parent or with a health professional attached to Monkfield Park.
- Monkfield Park **will** keep written records each time medicines are given.

Refusing Medicines

- If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures. The procedures will be set out in an individual child's health care plan. Parents/carers should be informed of the refusal on the same day, and at the time if refusal is likely to result in immediate or impending detriment to the child. If a refusal to take medicines results in an emergency, Monkfield Park's emergency procedures will be followed.

Staff Medication

- All medication (prescription or non-prescription) must be kept in a secure place (e.g. in their bags in a locked cupboard or locker);
- All medication must be kept in original bottles and labelled appropriately (e.g. prescription medicine should have name, dose etc);
- Any medication that requires refrigeration must be kept in the school's medicines fridge. Access to the fridge to be via whoever has been appointed to control access to this fridge;
- Staff must not to carry medication (prescription or non-prescription) about their person whilst teaching and carrying out duties;
- Any staff taking medication that could impact their ability to perform their duties safely should bring this to the attention of their line manager. It would also be advisable for staff to bring any relevant information related to their medical condition (e.g. if there is anything that needs to be done in the event of an emergency) to the attention of their line manager / school first aiders, as appropriate.

DEALING WITH MEDICINES SAFELY

Safety Management

- All medicines may be harmful to anyone for whom they are not appropriate. Where Monkfield Park agrees to administer any medicines they will ensure that the risks to the health of others are properly controlled. This duty is set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Storage & Access to Medicines

- Large volumes of medicines will not be stored. Staff will only store, supervise and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Staff will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. Medicines will only be accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions. Where a child needs two or more prescribed medicines, each should be in a separate container. Non-healthcare staff should never transfer medicines from their original containers.

- Children should know where their own medicines are stored and who holds the key (if appropriate). The Head Teacher/Manager is responsible for making sure that medicines are stored safely. All medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away. Other non-emergency medicines will generally be kept in a secure place not accessible to children.
- A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. There will be restricted access to a refrigerator holding medicines. At Monkfield Park this will be within the D.T. Room at the school and in the kitchen at the Care & learning Centre.

Disposal of Medicines

- Staff should not dispose of medicines. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term. For children for whom a leaving date is known, the medicines will be made ready for collection on their last day. If parents/carers do not collect all medicines, or if children are taken off roll, medicines will be taken to a local pharmacy for safe disposal.
- Sharps boxes will always be used for the disposal of needles. Sharps boxes can be obtained by parents/carers on prescription from the child's GP or paediatrician. Collection and disposal of the boxes will be arranged with the Local Authority's environmental services.

Hygiene and Infection Control

- All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

Emergency Procedures

- All staff should know how to call the emergency services. All staff should also know who is responsible for carrying out parts of the emergency/critical incident plan in the event of need. A member of staff should always accompany a child taken to hospital by ambulance if the parent/carer is not present, and should stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents/carers are not available. Other children should know what to do in the event of an emergency, such as telling a member of staff.
- Staff should never take children to hospital in their own car; it is safer to call an ambulance.
- Individual health care plans will include instructions as to how to manage a child in an emergency, and identify who has the responsibility in an emergency.