

Hanson School

Student Medication Policy

September 2015

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Approved by Governing Body Sub-Committee: <ul style="list-style-type: none">• Raj Unsworth (Vice IEB Chair)	Date: September 2015
Ratified by Full Governing Body:	Date: September 2015
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The Policy

Controlled drugs must not be held/accepted within school, unless prescribed by a doctor (see medical room for full comprehensive list of controlled drugs).

This policy must be read alongside the schools Child Protection, Safeguarding and Health and Safety policies

Students must not be allowed to carry medication on them whilst in school due to the health and safety of students around them. Medication must be handed into the medical room for safe keeping – the only exceptions would be students needing to carry their own epi-pen or asthmas inhaler (as they are lifesaving medication).

Students who suffer from anaphylactic shock (severe allergic reactions), even though they must have a spare epi-pen kept in the medical room in case of emergencies, must ensure they carry their own personal epi-pen on them at all times. This requirement is due to the health and safety consideration and the effects an emergency can have on the students around them. If they are found not to have their own epi-pen with them, they must be sent home immediately (See medical room for list of pupils required to carry epi-pens).

Diabetics who refuse essential medication during school hours must be sent home and parents/careers informed, (this requirement is due to the health and safety consideration and the potential effects it can have on students around them (if they go into a coma or become aggressive/agitated due to not taking their medication).

Prescribed drugs must not be accepted by school in envelopes or torn off strips they must be received & kept in the prescribed box/bottle with the correct prescribed labelling, confirming the date prescribed, the required dosage and the named person for whom the medication was prescribed. Only the named person is allowed to take the medication. School will not accept changes of dosage from parents; they will only be accepted from the prescriber (Doctor).

Prior written consent must be obtained from parent/careers when accepting any medication for pupils to take within school hours, whether the medication is prescribed or over the counter medication.

Prescribed Medication will be stored in a robust steel container which is bolted to the wall or floor & lockable. Keys are only to be held by the required members of staff (keys must be kept to the bear minimum).

Specified Prescribed Emergency Access Medication – Spare epi-pens, Asthma inhalers and rectal diazepam, diabetic/haemophilia injections are required to be stored differently to other prescribed medication – they must be kept away from children but accessible by all staff, as they are life saving medication. The Diabetic / Haemophilia injections can be kept in a normal fridge providing the medication is kept away from food.

School does not have to accept every drug for medical conditions – the school only needs to accept drugs if it is detrimental to the child's health not to allow them to take it.

School does not provide any medication. Parents / careers who wish to provide their child with over the counter medication to bring into school to take during school hours should be aware that school will only accept / store the following over the counter medication.

- Paracetamol – pain relief / reduces temperature
- Soluble Paracetamol – used to gargle with for sore throats
- Calpol – similar to paracetamol but safer for younger pupils
- Piriton – Antihistamine – for hay fever / mild allergic reactions

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Over the counter medication should be kept to a minimum within school and should only be used for trivial complaints, for anything else, a doctor should be advised & they should diagnose/prescribe medication accordingly.

Over the counter medication must not be used for more than 3 days in a row, if they are requested on a regular basis parents / careers must be informed and the student asked to seek their doctor's advice.

We will not accept or use any of the following over the counter medication unless it is prescribed by a doctor:

- Ibuprofen
- Nurofen plus
- Migrelieve or any migraine remedies

Any Prescribed Medication (including Epi-pens & Asthma inhalers) must not be kept on the school premises during the six weeks holidays – they must either be collected, disposed of or destroyed.

Medication given during school hours must be recorded in the students own medication file. At the end of the school year the completed sheets should be crossed through / initialled and stored in the pupil's permanent file for safe keeping, these records will be kept until the pupil reaches the age of 23 yrs old. Pupils taking Controlled Medication (which has been prescribed) must have their records signed by a responsible person.

Every student with a known medical condition regardless of whether they take medication in school hours or at home should have a working document known as a care plan signed and agreed by their parents this will give specific advice / instructions of what to do in the case of an emergency. These are usually obtained / kept by the school nursing services (Shipleigh Health Centre). However, a copy of the care plan instructions for each student with a medical condition will also be kept on the school premises. **(School Nurse to speak with Shipleigh Health Centre).**

Controlled medication (which has been prescribed) must be recorded when taken out of the medical room on a school trip – a member of staff who is accompanying the school trip must take responsibility for the Pupils medication it must be signed in & out of the medical room and the dosage given during the trip must be recorded on a copy controlled Medication in/out sheet. On acceptance of the medication, they must also take with them a copy of the students care plan outlining the instructions of what to do in the event of an emergency. This form of medication must be kept on a named member of staff at all times during the trip and signed back into the medical room on their return.

If sending a pupil to Hospital – all prescribed medication must be taken with them and the controlled medications in/out sheet completed.