

**The following is a summary of the full policy on Managing Medicines in
Schools - Porthcawl Comprehensive School**
(Adapted from BCBC Guidelines on Managing Medicines in Schools)

Health Care Plans

An individual health care plan may be required for some pupils. This is organised via our Additional Needs Department. This will help staff identify the necessary safety measures to support children with medical needs and ensure that they and others are not put at risk. In many cases staff will not be able to administer medicines or support with other medical needs, until they have been trained to do so. The training must be done by a medical person and then written guidelines are required for any procedure.

First Aiders

There is no legal duty that requires schools or staff to administer medicines. At Porthcawl we have First Aiders based in the Administration Block who are appropriately trained to manage basic medicines as part of their duties.

Medication

Parents should, wherever possible, administer or supervise the self-administration of medication to their children. However, this might not be practicable and in such a case parents may make a request for medication to be administered to the child at the school/establishment. This request should be made in writing, in the first instance to the child's Head of Year. (See Appendix 1)

No child under 16 should be given any medicines without their parent's written consent.

Prescribed Medication

Such medicines should only be taken into schools where it would be detrimental to a child's health if it were not administered during the day.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. Schools cannot accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

In all cases it is necessary for the school to check:

- Name of child
- Name of medicine
- Dosage
- Written instructions provided by prescriber
- Expiry date

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore it is imperative that controlled drugs are strictly managed between the school and parents.

If pupils refuse to take medication, school staff should not force them to do so. The school should inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

As with all medicines any unused medication should be recorded as being returned back to the parent when no longer required. If this is not possible it should be returned to the dispensing pharmacist. It should not be thrown away.

Storage

Children will know where their medicines are stored and who holds the key.

All emergency medicines (asthma inhalers, epipens etc.) will be readily available and carried by the pupil.

Self-Management

At secondary school children may carry, and administer (where appropriate), their own medicines, bearing in mind the safety of other children and medical advice from the prescriber in respect of the individual child. This should be clearly set out in the child's health care plan in agreement with the parents, bearing in mind the safety of other pupils.

Staff should be aware of the need for asthmatics to carry medication with them (or for staff to take appropriate action) when, for example, participating in outdoor physical education or in the event of an evacuation or fire drill.

Sporting Activities

Most pupils with medical conditions can participate in PE and extra-curricular sport. Any restrictions on a child's ability to participate in PE should be recorded in their health care plan.

Some pupils may need to take precautionary measures before or during exercise and may need to be allowed immediate access to their medicines. (e.g. asthma inhalers)..

Home to School Transport

Most pupils with medical needs do not require supervision on school transport. Parents should provide advice to drivers and escorts if required, so that they know what to do in the case of a medical emergency.

Further advice can be obtained from the Corporate Health and Safety Unit in the first instance on 01656 642301.

APPENDIX 1

REQUEST FOR THE ADMINISTRATION OF PRESCRIBED MEDICATION IN SCHOOL

Name of Child: _____

Date of Birth: _____

Form: _____

Medical condition or illness: _____

Name/Type of medication: _____
(as described on container)

Date dispensed: _____ Expiry date: _____

Dosage and method: _____

Timing: _____

Special precautions: _____

Possible side effects: _____

NOTE: MEDICINES MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY

Procedures to take in an emergency: _____

Contact Details

Name: _____

Telephone Number: _____

Relationship to child: _____

I accept that this is a service that the school is not obliged to undertake.
I understand that I must notify the school of any changes in writing.

Signature: _____ Date: _____

