



# MEDICINE POLICY

<b>Date of last review</b>	<b>October 2020</b>
<b>Review Cycle</b>	<b>Annual</b>

# Medicine Policy

The purpose of this policy is to ensure that any medicines administered within the centre is done so in a safe and monitored environment. It has been written using guidance from the DFES notes "Managing Medicines in School and Early Year Settings" from March 2005.

Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however 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 cystic fibrosis. In line with government guidelines we would ask that children are not sent to school when they are clearly unwell or infectious.

## **All staff at SILC Training has the responsibility to:**

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Know which students in their care have a medical condition and be familiar with the content of the student's Healthcare Plan.
- Allow all students to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Be aware of students with medical conditions who may be experiencing bullying or need extra social support.
- Understand the common medical conditions and the impact it can have on students.
- Ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure students are not given prescription medication or do not undertake a medical procedure unless staff have received appropriate training/staff training has been updated to reflect the individual care plan.

## **Parental Responsibility**

Parents / Carers have the prime responsibility for their child's health and should provide SILC (The Skills & Integrated Learning Centre) with information about their child's medical condition. This should be done upon admission or when their child first develops a medical need.

## **Prescribed Drugs**

Medicines should only be taken to the centre where it would be detrimental to a child's health if the medicine were not administered during the working day. SILC can only accept medicines that have been prescribed by a Doctor, Dentist, nurse prescriber or pharmacist prescriber. Medicines should always be in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

- Medicines will be stored in a locked cabinet during the day.
- A record will be made of when the medicine was dispensed.

- Parent / Carer should make arrangements to collect the medicine from the centre reception at the end of the day unless alternative arrangements are made with the centre staff. Medicines will not be handed to a child to bring home.

### **Non-Prescribed Drugs**

We will only administer no- prescribed drugs (e.g. Paracetamol) where a parent/carer have brought in the medicine and signed a consent form or confirmed verbally over the phone; the centre is unable to administer any medicines that contain Ibuprofen or Aspirin.

### **Refusal**

If a child refuses to take medicine, we will not force them to do so, but will note this in the records and contact the named contact the parent or carer. If a refusal to take medicine results in an emergency then our emergency procedures will be followed.

### **Self-Management**

Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parents and children, the appropriate time to make this transition.

### **Known Medical conditions**

A central register will be placed in office to ensure that all teaching staff, and support staff have access to the information.

### **Training**

- Any staff required to administer prescribed medicines will receive training to do so.

### **Safe disposal**

- Parents at this centre are asked to collect out-of-date medication.
- If parents do not pick up out-of-date medication, or at the end of the academic year, medication is taken to a local pharmacy for safe disposal.
- A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired.
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this centre are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- Collection and disposal of sharps boxes is dealt with appropriately.