

## Medicines Policy

### General principles:

TLG Employees have neither a legal nor contractual duty to administer medicines or provide health treatment. TLG Centre 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:

- TLG 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 child's own doctor is the person best placed to advise whether a child should or should not attend school.
- TLG will consider requests made by parents in respect of the self-administration of medicines when:
  - A child suffers from chronic long term illnesses / complaints such as asthma, diabetes or epilepsy.
  - A child is recovering from a short term illness but requires a course of antibiotics, cough medicines etc.
  - A child 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 TLG by the parent/carer (the child may bring the medication if previously agreed with TLG staff) and must be delivered personally to a member of staff with responsibility for the child. 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 TLG staff.
- TLG staff will complete the Administration Log each time medication is supplied to the pupil.
- TLG will not be held responsible for failure to dispense medication – the student 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:

Administration Logs will be kept on file at the TLG Centre 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.

TLG 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 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 child'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 child has left the Centre, 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/carers responsibility to replace medication which has been used or expired, at the request of the Centre 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:**

TLG 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).

Young people should not bring any non-prescription medicines to TLG 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 children who regularly need analgesia (e.g. for migraine), an individual supply of their analgesic can be kept in the TLG Centre. The use of non-prescribed medicines should normally be limited to a 24hr period and in all cases not exceed 48hrs. 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

- TLG 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 TLG of inhaler expiry dates.
- Inhalers are only to be used by / for the pupil for whom they are prescribed.

Nebulisers:

- Some children need to use an electric device called a nebuliser. In such cases, they will only be allowed following liaison with parents/carers and TLG 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 child to a doctor. In emergency cases, an ambulance should be called and the parent/carer informed immediately. A member of TLG staff cannot give permission for any treatment at a hospital casualty department (blood transfusions etc.)

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

**Miscellaneous:**

The following will not be administered by TLG staff:

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

## PARENT/CARER REQUEST FOR USE OF MEDICINE

<b>CHILD'S NAME</b>			
Name of medicine			
Time of dose(s)			
Dose amount			
Start date		Finish date:	
Any special instructions? (e.g. take with food)			
Any expected side effects the Centre needs to know about?			
Is this medicine prescribed by a doctor?		Yes / No <i>(delete as appropriate)</i>	
If 'Yes', please provide the doctor's name and contact telephone number			

**Parent / Carer declaration:**

I understand that:

- The above medicine must be delivered to the school personally
- The responsibility for this medication remains mine and I will advise the school of changes to the information given
- My son/daughter will self-administer this medicine under the supervision of TLG staff
- TLG is under no obligation to administer medicines
- This form must be fully completed and resubmitted termly if medicine is to be allowed.

Signed:		Print name:	
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*To be completed by TLG staff:*

Medicine and completed form received by:		
	<i>(name)</i>	<i>(date)</i>
Name of staff responsible for carrying out this request:		

## ADMINISTRATION LOG

*To be completed by TLG staff each time requested medication is provided to pupil for self-administration.*

Name of child	
Name of medication	
Medication expiry date	

Date	Time	Dose	Signature	Comments

*Parent/Carer Request Forms and Administration Logs must be kept in the TLG Centre for at least 12 months.*