

# Beech Lodge

## Storage and Dispensing of Prescribed Medication Policy and Procedures

*This policy is relevant in conjunction with the school's First Aid Policy.*

### 1. Background

Beech Lodge School recognises that a minority of its pupils will need support with the storage and dispensing of their medication, in order to enable them to have equal access to learning opportunities. The aim of Beech Lodge School is to take a social model of disability and the intention of a medication policy is, in accordance with risk assessment procedures, to remove any barrier for individual pupils who wish to access Beech Lodge School and its full range of educational opportunities, but who require assistance with the storage of medication in order to do so.

The policy has been prepared with reference to:

- Supporting pupils at school with medical conditions (DfE, 2015)
- Managing Medicines in Schools and Early Years Settings' (DfES / Department of Health; 2005)
- Special Educational Needs and Disability Act 2001
- Single Equality Scheme (2010)
- Management of Health and Safety at Work Regulations (1999)

*Beech Lodge School staff do not currently administer any form of medication to pupils as all pupils are able to self-administer, given their physical ability and the type of medication taken. However if, in the future, a pupil requires medication which needs to be administered by staff (e.g. epi-pen) during the school day, this policy will be reviewed and reasonable adjustments made, as agreed by child's GP, parents/carers and Senior Leadership Team.*

### 2. Purpose

The purpose of this policy is to clarify roles, responsibilities and procedures for Beech Lodge School staff as to the storage and dispensing of medication for pupils who require support with this process.

### 3. Scope

This policy, and related procedures, applies to all staff who offer support to pupils in the storage and dispensing of their medication.

### 4. Definitions

- **Storage** refers to the safe keeping of medicines within a locked medicine cabinet.
- **Dispensing** refers to the action of taking medicines from the storage cupboard and handing them to the child.
- **Administration** refers to the action of physically taking the drug (e.g. ingesting, injecting).

## 5. Insurance cover

Assigned staff that assist with the storage and dispensing of medication in accordance with the procedures detailed within this guidance are acting within the scope of their employment and will be indemnified. This requires that the procedures are explicitly followed. The exception would be that insurance cover would not be provided in cases of fraud, dishonesty or criminal offence.

## 6. Staff training

The storage and dispensation of medication at Beech Lodge School will be the duty of assigned staff. The Designated First Aid Lead takes overall responsibility for the implementation of this policy and ensuring that staff are provided with adequate information to safely store and dispense medication to pupils. All staff involved in the storage and dispensing of medication need to read this policy to achieve and maintain competence. The Designated First Aid Lead must ensure that staff receive adequate information to safely store and dispense medication to pupils.

The current needs of pupils are such that self-administered, oral medication only is required; therefore no specific training on the administration of medicine to pupils is needed. As and when pupils with new medical needs join the school, or current pupils develop new needs, staff will receive the relevant, required training.

Written confirmation of instructions and any necessary training from a health practitioner is required prior to Beech Lodge School taking responsibly for the storage and provision of any medication.

## 6. Storage of medication

All medications must be kept in a locked refrigerator or cabinet in a locked room in accordance with Health and Safety regulations. The current medical needs of Beech Lodge pupils are such that their medication does not need to be refrigerated. Medication is kept in a locked cabinet in an identified room this **must** be locked by staff when not in use.

Medication taken off the Beech Lodge School premises will be transported and stored safely by the group leader or a nominated representative. This person is responsible for returning the medicine to the locked cabinet following the trip. The medication must not be left unattended not at any time.

Beech Lodge School staff should not dispose of any medication. Parents or carers of pupils should collect this medication. If a pupil has left the school, any unused medication will be taken to the nearest pharmacist for disposal.

## 7. Procedure for the storage of pupil medication

### 7.1 Procedure

This procedure applies to all parents and carers of pupils who request support with the storage of their medication.

- The procedures below rely heavily upon completion of appropriate paperwork in order to ensure medication is stored correctly and recorded accurately. Where pupils / parents / carers are required to complete paperwork but have difficulty appropriate support will be provided.

- A pupil's knowledge, understanding and responsibility for his / her own medication will be assessed. A private, quiet room is available for pupils to administer their own medication supervised by a member of staff, if appropriate. Water will be made available if required.

### **7.2 Requests for pupils to take medication during the school day**

- Parents/carers of pupils who need to take medication during the school day must complete a consent form (kept in the medicine file). This specifies the type of medicine, dosage, method and time required. It also specifies whether the child is able to self-administer. Currently all pupils are able to self-administer the medication (once the medicine has been dispensed by an adult). This form is signed by the parent/carer, or the pupil if they are able to give their own informed consent.
- Once the consent form has been completed, the request for support with medication must be authorised by the Headteacher.

### **7.3 Taking delivery of medication, following approval**

- Parents/carers of children should directly hand medication to staff; children should not be given medication to bring into school. In the event that parents/carers do not transport their children to school, medication should be delivered by the accompanying adult transporting the child (e.g. taxi driver). All medication must be in its original box dispensed by the pharmacy, with instructions and the expiry date clearly visible. It must clearly be labelled with the name of the pupil.
- Once given the medication by the child's accompanying adult, the staff member (preferably the Designated or Deputy First Aid Lead) must check that the medication being provided matches exactly that described on the medicine consent form, and that it is still within its expiry date.
- For regular medication, pupils/parents/carers are asked to provide no more than 6 weeks supply of the medication.

### **7.4 Changes to a pupil's medication**

Any changes in a pupil's medication must be accompanied by a new consent form. Any out of date consent form should be filed separately, and clearly marked as 'VOID' to avoid any confusion.

### **7.5 Storage and disposal of medication**

- Medication held by Beech Lodge School must be kept locked in a refrigerator or cabinet at all times.
- The expiry date of all medication must be checked upon receipt from the parent/ carer, and recorded on the medicine consent form found in the medical file. Any expired medication must

be returned to the parent/ carer for disposal, and this must be signed for by the parent/carer. If pupils have left the school, medication should be taken to a pharmacy for disposal.

- There are currently no pupils requiring medication by injection. Should this change, this policy will be reviewed immediately and a sharps disposal box will be made available within the identified/designated room .
- For advice and equipment for safe storage and/or disposal of medication/sharps contact the relevant health professional.

## **8. Beech Lodge School trips and visits**

Staff will need to consider how the procedures listed here can be adopted for school trips and visits, to ensure the safe storage, handling and administration of medication when off-site. This should be included as part of the risk assessment process.

## **9. Monitoring and review**

- The overall monitoring of the policy and procedures will be the responsibility of the Headteacher.
- The Designated First Aid Lead takes overall responsibility for the implementation of this policy and ensuring that staff are provided with adequate information to safely store and dispense medication to pupils. The Designated First Aid Lead must ensure that staff receive adequate information to safely store and dispense medication to pupils.
- Regular audits of the relevant paperwork will be carried out, to ensure all procedures are being followed correctly.
- The policy will be reviewed annually (in line with any changes in legislation or national guidance), when current pupils develop new medical needs or when pupils with existing medical needs join the school.

## **10. Breach of the policy and procedures**

Beech Lodge School will take seriously any instances of non-adherence to the school's policy and procedures by its staff or management.

Any instance of breach of the policy and procedures will be investigated and, where appropriate, disciplinary action may be considered.

## **11. Access to the policy and procedures**

The policy and procedures will be published on the website.

**Policy Date: May 2019**

**Review date: May 2022 or if a new child with existing medical needs joins the school or a current child develops new medical needs.**