

## Substances Policy

### Prescribed Medicines

- No prescription medicine will be given without the parent's written consent.
- Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.
- We only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be in-date, provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The exception to this is insulin which must still be in-date but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- We never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside camp hours. Parents are encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

### Controlled drugs

- The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medicines for use by children, eg, methylphenidate;
- The school will look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.

- Controlled drugs will be kept in a lock box and only named staff should have access. A record will be kept for audit and safety purposes.
- Controlled drugs will be returned to the parent when no longer required to arrange for safe disposal. If this is not possible, it will be returned to the dispensing pharmacist.
- Misuse of a controlled drug, such as passing it to another child for use, is an offence.
- Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. Where the DSL agrees to administer a nonprescribed medicine s/he must follow school procedure.
- Criteria, in the national standards for under 8s day care providers, make it clear that non-prescription medicines should not normally be administered. Where a nonprescribed medicine is administered to a child it should be recorded on Form 1 (see appendix) and the parents informed. If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP.
- A child under 16 will never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor

## **Storing Medicines**

Large volumes of medicines will not be stored in school. Staff will only store, supervise and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions (paying note to temperature) and in the original container in which dispensed. Staff will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. Where a child needs two or more prescribed medicines, each should be in a separate container. Staff should never transfer medicines from their original containers.

## **Access to Medicines**

Children need to have immediate access to their medicines when required. At Stourport Primary school special access arrangements can be made when required. However, it is also important to make sure that medicines are only accessible to those for whom they are prescribed.

## **Disposal of Medicines**

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal. Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents on prescription from the child's GP or paediatrician. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services