

*Greenleys Junior School*



LEARNING for LIFE

# Medicines & Substance Misuse Policy

<b>Date of Approval:</b>	<b>21 January 2020</b>
<b>Date of Next Review:</b>	<b>January 2023</b>
<b>Signed: Executive Headteacher</b>	<b>M Talbot</b>
<b>Signed: Chair of Governors</b>	<b>M Hall</b>

## Document History

Date	Change Reference	Summary of Change
02/01/2019	Page 6	Clarification of the role of Headteacher at GJS
21/01/2020	Page 3	Deletion of one of the guidelines as no longer applicable
21/01/2020	Page 5	Procedure for handling and reporting incidents: amend from pupil or adult to person
21/01/2020	Page 5	Confidentiality: Simplification of sentence regarding what will happen once a disclosure has been made
21/01/2020	Page 6	Procedures for handling alcohol misuse:
21/01/2020	Page 6	Amending heading of Drugs Misuse to Substance Misuse

# Greenleys Junior School

## Medicines Policy

There is no legal or contractual duty on school staff to administer medicine or to supervise a pupil taking it. This is a purely voluntary role and is recognised as such by the DFE. While teachers have a general legal duty of care to their pupils, this does not extend to a requirement to routinely administer medicines.

The school will not agree to administer medicines where:

- The timing of its administration is crucial to the health of the child or some technical or medical knowledge is required.
- Intimate contact with the pupil is necessary (this would include administration of rectal valium, assistance with catheters or use of equipment for children with tracheotomies).

Staff who do volunteer to administer medicines should not agree to do so without first receiving appropriate training and information. The local NHS Trust or Health Authority is in a position to advise schools on the source of the support required. In many areas this will be provided through the School Health Service. In accordance with the *National Framework for Children, Young People and Maternity Services*, all schools and educational settings have access to training provided by health professionals on all medical conditions, usually the School Nurse.

Governors will fully support any member of staff who does not wish to administer medicines or who feels that they are being unfairly pressurised to do so.

Governors recognise that it is desirable for children with long term recurring health such as asthma, epilepsy, diabetes and eczema to be accommodated within the school in that they can continue their education. For this to be done however, proper and clearly understood arrangements for administration of medicines must be made.

Parents should be encouraged to provide maximum support and assistance in helping the school accommodate the pupil. This would include measures such as self-administration or parental supervision.

## **1. Guidelines**

- 1.1 Any member of staff who is prepared to administer medicines should only do so under strictly controlled guidelines, fully confident that the administration will be safe.
- 1.2 Clear instructions about medicines requiring regular administration must be obtained and strictly followed.
- 1.3 A written record of the date and time of administration is recorded.
- 1.4 Any decision to agree to administer medicines has to be a matter of individual choice and judgement.
- 1.5 In cases of accident and emergency staff help, as they and other school staff in charge of pupils have their general legal duty of care to act as any parent should.
- 1.6 Qualified medical treatment will be secured in emergencies at the earliest opportunity.
- 1.7 Parents are responsible for their child's medication and children who are genuinely unwell should not attend school.
- 1.8 We will only administer medicines with signed authorisation from the parent/carer and clear instructions provided. For non-prescription medication this includes written clarification that the medicine has been administered before with no adverse reaction.
- 1.9 We will not administer eye, ear drops or cream; these require self-administration or parental administration.
- 1.10 Many pupils with long term medical conditions will not require medication during school hours. Those that do may be able to administer it themselves. If this is not the case then wherever possible, parents should be asked to make arrangements to come into school or for pupils to return home at lunchtime for medication.
- 1.11 If there is any doubt about any procedure, staff will not administer the medicines but check with the parents or a health professional before taking any further action.

## **2. Storage**

2.1 Guidance gives the following advice in relation to the storing of medication. The employer must ensure that health risks arising from medicines are properly controlled, in line with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

2.2 The First Aid trained LSAs are responsible for ensuring the safe storage of medicines. Prescribed medicines should be bought into school and these should be in original container as dispensed by a pharmacist and included the prescribers' instructions for administration (including child's name, dose of drug, frequency of administration, any likely side effects and the expiry date). Parents are responsible for ensuring this information is provided.

2.3 Non-prescription medication will only be administered by the school upon receipt of written instructions (time/dose/frequency) from the child's parent/carer, including written clarification that the medicine has been administered before with no adverse reaction.

2.4 Medicines are stored safely in a secure location taking particular account of the correct storage temperature.

2.5 Where two medicines are required by a child, each should be kept in a separate container.

2.6 The school will not store large volumes of medication or out of date medicines. As far as practicable, the smallest possible dose of medicine should be bought into school. Parents will be asked to collect surplus or out of date stock for delivery back to the chemist, and should routinely collect medicines at the end of each school term. If parents do not collect medicines, they will be taken to the pharmacy by school staff for safe disposal.

2.7 Pupils should know where their medication is stored.

2.8 Some medicines, such as Epipens, must be readily available to pupils and must not be locked away.

2.9 Asthma inhalers are readily available to pupils in the Medical Room. Parents must complete an inhaler information form, copies of which are held in the school office.

2.10 Members of staff may need to bring their own medication into school. This should be safely locked away. It does not need to be stored with pupils' medicine, but must not be kept in classrooms or in any area to which children have access.

## **Substance Misuse**

### **Procedure for handling and reporting incidents**

A suspected drug related incident is described as:

- Suspect drugs found on the school premises
- A person suspected of being in possession of drugs
- A person found in possession of drugs
- A person suspected of being under the influence of drugs
- An person suspected of being under the influence of drugs

When an incident occurs the member of staff involved must:

- Make the situation safe
- Send for support
- Administer first aid if necessary
- If an illegal drug is found it should be secured in a safe place until dealt with by the police.
- Under no circumstances should staff try to analyse or identify it if unknown.
- Report the incident

The incident will in the first incidence be reported to the Headteacher who will implement the school's safeguarding procedures.

All staff are made aware of the procedures and where necessary emergency procedures will be followed. If a search needs to be carried out the Headteacher or a member of the Senior Leadership Team will conduct this with an appropriate witness.

### **Confidentiality**

Where a pupil discloses to a member of staff that he/she is taking drugs, it must be made clear that there can be no guarantee of confidentiality. However, the pupil may be advised of other sources of confidential information or advice. A record will be made of the disclosure informed and safeguarding procedure will commence.

### **The role of the Headteacher for drug related incidents**

The role of Headteacher at Greenleys Junior School may refer to either the executive Headteacher or the head of school.

If the Headteacher has grounds to suspect that drugs are being used or supplied on the school premises, they will take appropriate steps to inform the relevant bodies in order to avoid any liability as a 'manager or occupier' of the premises. The Headteacher is responsible for co-ordinating the arrangements to deal with cases of suspected or actual drug taking. Their role includes:

- Implementing procedures as outlined in this policy
- Receiving any substance found in school and ensuring it is kept secure until handed to the police
- Liaison with the appropriate authorities/outside agencies on any drug related incident

- Regularly updating staff on the procedures for dealing with a drug related incident
- The induction of new staff as appropriate.

## **Procedures for handling alcohol misuse**

The school premises are an alcohol free zone. The school does not allow any alcohol to be brought onto or consumed in the school premises. This applies to visitors, staff and pupils. \*

\*Exceptions to the above may be considered (e.g. Christmas Fayre) via consent from the Governing Body.

Adults breaking this rule will be referred to the Headteacher directly. This may lead to disciplinary action being taken.

Pupils will be dealt with under the school's behaviour policy.

## **Procedures for handling tobacco misuse**

The school is a smoke free zone and no smoking or vaping is permitted on the premises.

Adults breaking this rule will be referred to the Headteacher directly.

Pupils will be dealt with under the school's behaviour policy.

## **The management of solvents**

Pupils are not permitted to bring solvents or aerosols into school. This includes correction fluid and pens, correction thinners, glue, marker pens and spray deodorants.

All members of staff are responsible for the safe storage and usage of solvents in their classroom. Where possible they should be locked away when not in use. This includes white board marker pens, glues and paints. The cleaners and site manager should ensure that their stores are locked when not in use and that solvents are held in a secure place.

## Incident Procedure Form

Name of pupil			
Date of Birth		Class	
Date of Incident		Time of Incident	
Location of Incident		Reported by	
First Aid Administered	Yes/No*	Administered by	
Ambulance Called	Yes/No*	Time of call	
Parents informed	Yes/No*	Date	Time
By Whom			
Drug Involved (if known)			
Sample found	Yes/No*	Where Sample retained	or
Date sample destroyed/taken by Police*		Time	
By Whom		Witnessed By	
Police Informed	Yes/NO*	Date	Time
By	Name of Officer		
Form Completed by		Date	
Position			
Witnessed by		Date	
Position			

\*Delete as necessary

