



## Medicines and Substance Misuse Policy.

This policy is for Barleyhurst Park School and Barleyhurst Park Nursery.

Agreed by Governors: 10.11.2022

To be reviewed: Autumn 2024

Introduction	1
Administering Medicine	1
Guidelines for Administering Medicines	1
Storage of Medicines	2
Substance Misuse	3
Confidentiality	3
The Role of the Headteacher For Drug Related Incidents	3
Procedures for Handling Tobacco Misuse	3
The Management of Solvents	3

### Introduction:

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 school staff have a general legal duty of care to the pupils, this does not mean they are required to routinely administer medicines.

### Administering medicine:

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate training and information. The local NHS Trust or Health Authority can advise schools on the source of support required. In accordance with the National Framework for Children, Young People and Maternity Services, all schools have access to training provided by health professionals on all medical conditions.

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 recognize that it is desirable for children with long term recurring health conditions such as asthma, epilepsy, diabetes and eczema to be accommodated within the school. For this to happen, 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.

### Guidelines for Administering Medicines.

- 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.
- Clear instructions about medicines requiring administration must be obtained and strictly followed.
- A written record of the date and time of administration is recorded.
- Any decision to agree to administer medicines has to be a matter of individual choice and judgement.
- In cases of accident and emergency staff help, as school staff in charge of pupils we have their general legal duty of care to act as any parent should.
- Qualified medical treatment will be secured in emergencies at the earliest opportunity.



- Parents are responsible for their child's medication and children who are genuinely unwell should not attend school.
- We will only administer medicines with signed authorisation from the parent/care and clear instructions.
- We will not administer eye, ear drops or cream; these require self-administration or parental administration.
- Medicine for pupils with long term medical conditions where possible will be administered at school as required. If this is not possible, then parents will be asked to make arrangements to come into school to administer the medicine.
- If there is any doubt about any procedure, staff will not administer the medicines but check with the health care professional before taking any further action.

## Storage of Medicines:

- Guidance on the safe storage of medicines states that 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).
- The First Aid trained Teaching Assistants or Nursery Nurses are responsible for ensuring the safe storage of medicines. Prescribed medicines should be bought into school in the original container as dispensed by a pharmacist and must include the prescriber's instructions for administration (including child's name, dose, frequency and expiry date). Parents are responsible in ensuring this information is provided.
- Medicines are stored safely in a secure location taking particular account of the correct storage temperature.
- The school will not store large volumes of the medication or out of date medicines. Parents will be asked to collect surplus or out of date medicines and dispose of them appropriately.
- Pupils should know where their medication is stored.
- Some medicines, such as Epipens and asthma inhalers, must be readily available to pupils and must not be locked away.
- 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' medicines, but must not be kept in the classrooms or in any areas to which children have access.

## Substance Misuse: Procedures for Handling and Reporting Incidents:

A suspected drug related incident is described as:

- Suspect drugs 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.

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 stored in a safe place until dealt with by the police;
- Under no circumstances should staff try to analyse or identify it;
- Report the incident.



The incident will in the first instance 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 and safeguarding procedures will be followed.

### **The Role of the Headteacher For Drug Related Incidents:**

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 coordinating the arrangements to deal with cases of suspected or actual drug taking.

The role includes:

- Implementing procedures outlined in this policy;
- Receiving any substance found in school and ensuring that it is kept secure until handed to the police;
- Liaising 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 Tobacco Misuse:**

The school premises are a smoke free zone and no smoking or vaping is permitted on the premises. Adults breaking this rule will be referred to the Headteacher. 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. The cleaners and caretaker should ensure that their stores are locked when not in use and that solvents are held in a secure place.