



Pastoral Practitioners Organisation Guidance Paper for Bursars and Headteachers

Supporting Pupils with Medical Needs: a good practice guide and Circular 14/96 Supporting Pupils with Medical Needs in School (1996).

As part of the government's agenda to improve the lives of children and young people, the updated guidelines *Managing Medicines in Schools and Early Years Settings* (2005) were published in March 2005. This replaces the earlier Department for Education and Employment and Department of Health guidance, *Supporting Pupils with Medical Needs: a good practice guide* and Circular 14/96 *Supporting Pupils with Medical Needs in School* (1996).

These new guidelines are designed to help schools and Early Years settings, and their employers, develop effective management systems to support individual children with medical needs who require access to their medicines whilst in school, in accordance with the Medicines Standard of the National Service Framework for Children. **All Schools** have to attain the requirements of these guidelines as they are now to be considered not only as Best Practice but as the Professional Standard and **failing to meet or comply with them could make a school and staff members both civilly and criminally liable.**

Teachers' conditions of employment do not generally include giving or supervising a pupil taking medicines. Schools must ensure that they have sufficient members of support staff who are employed and appropriately trained to manage medicines as part of their duties.

Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child must have appropriate training* and guidance.

A one day seminar has been designed to enable employees to appreciate and gain understanding of the new Dfes guidelines and the key medication related issues including:

- Requests from a parent to give a child medication
- Legal implications
- Storing medications, and record keeping

- Care plans, and consent
- Children having access to non-prescribed medication
- Staff risk reduction
- School medication policy
- Monitoring and reviewing the school situation

It is strongly recommended that at least one member of your staff attend this important event, as such we have kept the cost to an absolute minimum to enable a higher proportion of schools to attend.

*This seminar can be counted as appropriate training for staff

As with all of our training courses, if the attending delegates do not find the day informative we will refund 50% of attendance fee.

What areas of legislation must we adhere to in relation to medications in schools?

The Medicines Act 1968

The Misuse of Drugs Act 1971

The Controlled Drugs (Penalties) Act 1985

The Health and Safety at Work Act 1974

Management of Health and Safety at Work Act 1999

Control of Substances Harmful to Health Regulations 2002

The Education (School Premises) Regulations 1999

The Education (Independent Schools Standards) (England) Regulations 2003

Part 4, The Disability Discrimination Act as amended by the Special Educational Needs and Disability Act 2001

What are the implications to schools?

If medication is brought into the school and stored on the premises without the appropriate consent or prescription then school staff could be deemed to be in illegal possession of drugs.

If a pupil arrives from abroad with unidentifiable medicines, they must be destroyed immediately to prevent being seen as in illegal possession of drugs. Records of the destruction should be kept and a witness should be present, although it need not be reported to the Police unless there is a real doubt over the legality of the medicines and the quantity brought in.

If pupils bring medication into school and swap or trade it in any way the school could be deemed as allowing unlawful supply to be taking place on the premises.

If medication is brought in by an appropriate adult for the pupil it must be handed to an identified member of staff where it will be taken away and stored in an approved manner.

Dosages of all medicines must be accounted for and in the case of Schedule 2 drugs, there MUST be a witness present when the medicine is administered and that witness must sign a controlled drugs register.

We do not get involved with administering medication; do we really need to attend?

No organisation can predict the medical needs of their pupils and so this course should be taken to pre-empt any medical needs that may arise. After the training, staff will be able to understand the government guidance as well as having a working knowledge of medical best practice.

We have pupils taking Ritalin whilst at school, should we attend? Emphatically....YES!!

Ritalin (Methylphenidate) is a Class B, Schedule 2 drug and MUST be handled in accordance with the law. This is one example of many medications that schools must demonstrate an understanding of the law. Failure to do so could result in serious action being taken.

Tariff

Nottingham Seminar	£45 per delegate (introductory rate)
All other seminars	£85 per delegate

Institutions sending 3 delegates only pay for two.

PLEASE NOTE THAT THE RIT://900 IS A HIGHLY INTENSIVE COURSE AND SCHOOLS SHOULD SELECT THEIR DELEGATES WITH EXTREME CARE TO GET THE BEST FROM THE DAY. IT IS FOR THIS REASON THAT WE OFFER 'THREE DELEGATES FOR THE PRICE OF TWO'.

BOOKING FORM

I wish to (receive further information / make a booking for) the RIT://900 seminar held on:

(Please tick as appropriate)

31 st March 2006	11am to 5 pm	(Manchester)	[]
7 th April 2006	11am to 5 pm	(Shrewsbury)	[]
28 th April 2006	11am to 5 pm	(Bridgwater)	[]
5 th May 2006	11am to 5 pm	(Newbury)	[]
10 th May 2006	11am to 5 pm	(Cardiff)	[]
19 th May 2006	11am to 5 pm	(Plymouth)	[]
25 th May 2006	11am to 5 pm	(Norwich)	[]
9 th June 2006	11am to 5pm	(Portsmouth)	[]

Cost £85 per delegate. (3 for the price of 2). £65 for PPO members – ask us about membership.

Name:

School:

For [] delegate(s).

Address:

Telephone Number:

Email Address:

I enclose my cheque payable to “The Matron” for £

The PPO Training Secretary, 33 Union Street, Ryde, IOW. PO33 2LE

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