

# **Altham St. James CE Primary School**

## **Policy for the Administration of Medicines**

### **General Statement**

*Prescribed medicines will only be accepted or administered by any member of staff in school if a parent or carer is unable to administer themselves. Medication will generally only be administered by school staff if it is part of a medical care plan which relates directly to supporting a child's medical needs in school.*

*This policy is approved by Governors and is based on guidance from Lancashire County Council 'Supporting Pupils with Medical Needs in School'. The policy will be reviewed annually by staff and governors.*

### **Responsibilities of Parents**

The governors acknowledge that parents are responsible for the administration of medicines to their children and as such there is no requirement for the headteacher or staff to undertake these responsibilities. It is the responsibility of parents to ensure their child is not sent to school if at all unwell. If it is necessary for a medicine to be taken during the school day then parents should make arrangements for it to be given either by themselves or by a representative. If a child becomes unwell during the school day, it is the responsibility of parents to ensure that their child is collected as soon as possible and to keep the school updated on relevant home and emergency contact numbers.

### **Children with Medical Needs**

The governors are committed to inclusion. Children will not be denied access to the National Curriculum simply because they require medication or medical support. Some children with specific medical needs may well need to take a variety of medicines during the school day. A list of children and their medical requirements is up-dated annually in liaison with the special educational needs co-ordinator and other staff. If a child arrives during the school year, the list is up-dated. This is displayed in staff areas in school.

### **Requests for Administration of Medication**

The school should be informed in writing of any child who needs to take regular medication. Parents are responsible for supplying the school with adequate information regarding their child's medication and condition. Parents requesting administration of medication to their child in school will be asked to complete Form 3 to ensure that the correct information is received and that the school is able to monitor and correctly support the use of medication in school.

On receipt of Form 3, Form 5 will also be completed.

### **Self-Administration of Medication**

Parents will be asked to complete Form 7 if they request their child to carry their own medication, for example asthma inhalers and insulin.

### **Staff Training**

Administering medicines may be included in the contractual duties for some non-teaching staff, for example in the case of a member of staff employed to support a child with special needs. A record is kept of staff training. Training will be up-dated at least annually and more frequently if required.

### **Medicine in School**

Only approved medication will be accepted in school. Each item of medication must be delivered to the school office in a secure and labelled container as originally dispensed. It may be appropriate for the GP to prescribe a separate amount of medication for school use. Items of medication in unlabelled containers will be returned to the parents.

Each container must be clearly labelled as follows:

Name of medication

- Pupil's name
- Dosage
- Dosage frequency
- Date of dispensing
- Storage requirements
- Expiry date

It is the responsibility of parents to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a child's need for medication.

### **Storage of Medicines in School**

The school supports parents in encouraging children with asthma to be responsible for administering their own inhalers. They need ready access to their inhalers and they are kept in the classroom. Each child also has a spare inhaler that is kept in a 'grab bag' that is taken outside at every break time and on school trips.

The school will notify parents if it becomes clear that replacement inhalers are required, but it is the responsibility of parents to ensure that their child is supplied with sufficient medication to meet their needs.

The school supports parents in encouraging children with specific illnesses such as diabetes and cystic fibrosis to take responsibility for safely storing and administering their own medicines. Teachers encourage all children to behave responsibly in relation to any medicines which are carried personally or stored in the classroom.

All other approved medication is stored in the office, with a security lock accessible only by school staff.

### **Other Prescribed Medicines**

If necessary, prescribed medicines, which do not relate to specific medical needs in school, will be accepted and administered in school by special arrangement. However, parents are encouraged to ask the prescribing doctor whether it is necessary for medication to be given during school hours and to adjust dosage regimes accordingly.

### **Non-Prescribed Medicines**

The school will not accept or administer any non-prescribed medicines in school. If a child is unwell and requires treatment, then medical advice should be sought. If non-prescribed medicines are thought to be appropriate then it is the responsibility of parents to oversee and administer such medication.

### ***School Visits (off site)***

The school will make every effort to continue the administration of approved medication to a child whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a child on a school trip if appropriate supervision cannot be guaranteed.

### ***Records***

The school's Record of Administration will be completed for all children requiring approved medication.

## **Supporting Pupils who have long-term Medical Needs**

Some pupils attending school will have long-term medical needs and may require care or medication on a regular long-term basis, e.g. because of anaphylaxis, epilepsy, diabetes, haemophilia or any complex medical condition. Normally school will become aware of such pupils through admissions and transition procedures or because a pupil already on roll has developed a particular medical condition, in some cases through accident or injury.

In order to ensure that all relevant information about the child's condition is available it is recommended that schools should complete an individual Health Care Plan for pupils who may require support and medication on a regular long-term basis. Where it is agreed that an individual pupil will require a Health Care Plan it is suggested that:

- (a) Health Care Plans should be completed on the pupil's admission to school or at a time when it becomes apparent that the long term medical needs of the pupil make the completion of a Health Care Plan desirable.
- (b) The Headteacher should ensure that Health Care Plans are complete at school in consultation with health professionals, parents and carers and that they are reviewed at least annually.
- (c) All Members of staff who come into contact with the pupil should receive a copy of the plan and a copy must be retained in the pupil's main school file. Health Care Plans should transfer with the pupil if there is a change of school.
- (d) The plan must contain details of any medical procedures which are required by the pupil's condition, e.g. Epipen, and details of training undertaken by staff.

### **Advice on completing a Health Care Plan**

A full Health Care Plan will consist of Forms 1-7 together with a Protocol which goes into more detail about the condition and medical support needs of the pupil. School should seek the assistance of health care professionals when preparing this.

Details of the forms to be completed are given below:

# **Appendices for the Policy for the Administration of Medication in School**

Details of the forms to be completed are given below:

## **Form 1**

This represents a summary of the school's policy on the administration of medication

## **Form 2**

This (with the relevant school details) is displayed next to the first aid box

## **Form 3**

This form ensures that schools have received the correct information from parents/carers and are able to monitor and correctly support the use of medication in the school. If a pupil requires several items of medication in school the appropriate details should be provided on this form. (Form 5 will also have to be completed).

## **Form 5**

School will keep a record of Medication administered to individual pupils. A copy of this form should be sent to pupil's parents/carers on a weekly basis. If the pupil transfers before the form is fully completed a copy should be placed in the pupil's main school file for transmission to the next school. If requested, a copy of this will be sent to parents.

## **Form 7**

This form should be completed by the parent /carer if they request their child to carry and administer their own medication e.g. inhaler, insulin.

## Form 1

### Administration of Medication in School

#### Guidance for Parents

To ensure the **SAFE** administration of medication in school the following guidelines have been produced. If these are not followed then unfortunately the medication cannot be given.

Please note that the authorised staff can only accept medication prescribed by a doctor. The authorised staff in school who are trained to administer medicines are Mrs Patterson and Mrs Allen.

1. Parents are responsible for providing school with adequate information regarding their child's condition and medication. It is the parent's responsibility to inform the school in writing when the medication is discontinued or the dosage changed.
2. Medication will not be accepted in school without complete written and signed instructions.
3. Only reasonable quantities of medication should be supplied to school, e.g. a maximum of 4 weeks supply at any one time.
4. Each item of medication must be delivered in the original container and handed directly to the staff in the school office.

Each container must clearly be labelled with the following:

- ☐ Pupils name
- ☐ Name of medication
- ☐ Dosage
- ☐ Frequency of dosage
- ☐ Date of dispensing
- ☐ Storage requirements (if important)
- ☐ Expiry date.

Items of medication in unlabelled containers will not be accepted.

You must ask the school office for a form to complete if you wish the school to administer any medication for your child.

## Form 2

# EMERGENCY CALL

Dial 999, ask for a paramedic ambulance and be ready with the following information:

1. School name and telephone number.
2. Give your location as follows:
  - Address
  - Post Code
3. Give your name
4. Name of pupil
5. Give a brief description of pupil's symptoms
6. Inform Ambulance Control that the crew will be met at the main entrance
7. Send someone to main entrance.

**SPEAK CLEARLY AND SLOWLY AND BE READY  
TO REPEAT INFORMATION IF ASKED.**