

WOODLANDS PRIMARY SCHOOL



ADMINISTRATION OF MEDICINE IN SCHOOL POLICY

Updated: July 2016
Review Date: February 2018

ADMINISTRATION OF MEDICINE IN SCHOOL POLICY

Monitoring and Review

The Headteacher will be responsible for monitoring the implementation of this policy and will ensure its content is reported annually to the governing body, or specified sub-committee group.

Administration of Medication

The school expects that normally parents will administer medication to their children.

In certain circumstances, in agreement with School Health representatives, certain requests for administering medicine will be considered and agreed. This is subject to specified staff agreeing to carry out these tasks and the requirement for the medication to be taken on a regular basis, over a considerable period of time. Prescribed medication to be taken 3 times a day, should be administered at home. For medication to be administered 4 times a day, school may consider a lunchtime administration.

Any requests for medicine to be administered must come from a parent in writing on the school's *Request for the School to give Medication* Form. Each request will be considered on an individual basis.

The form will include:

- name and address of parent and contact number;
- name of child and class;
- date of birth
- name of medicine;
- name of doctor who prescribed it, and contact details;
- how much to give;
- how it should be kept and stored;
- how it is to be administered;
- when to be given;
- any other instructions

The form will end with the following consent statement:

The above medication has been prescribed by the family or hospital doctor (Health professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

I understand that I must deliver the medicine personally to the office and accept that this is a service that the school/setting is not obliged to undertake.

I understand that I must notify the school/setting of any changes in writing.

A separate form must be completed for each medicine to be administered.

Parents will be expected to notify any requests for the regular administration of medicines, including changes of dosages, at the earliest opportunity and to discuss with the Head, and the school nurse what can be done in school, before the Head makes a decision, (see the DCSF guidance *Managing Medicines in Schools and Early Years Settings*).

The lead First Aiders, Donna Fitzgerald, Nicky Brown, Deb Lyon and Keith Ryrrie, authorised by the Headteacher, will decide whether any medication will be administered in school, and by whom, (usually a qualified first aider). In appropriate cases the SENCO and parents in consultation with the school nurse (and anyone else the Head deems necessary) will draw up a healthcare plan.

Medication must **only** be administered to the child for whom it's prescribed.

On receipt of the medicine, the label should be checked against the consent form.

The medication must be in its original container as prescribed by the doctor and dispensed by a chemist, with the child's name, date of birth and instructions for administration printed clearly on the label.

Normally medication will be kept in a locked cupboard or drawer unless other arrangements are made with the parents (i.e. fridge etc).

EYFS & KS1 – ON SHELF IN TEACHERS STOCK CUPBOARD

KS2 – IN LOCKED DRAWERS IN JUNIOR OFFICE

Normally the administration of medication will only be done at the following times:

- immediately before school
- lunchtimes

Inhalers for asthma will be available as required. These are kept in the relevant classrooms. Emergency inhalers are kept in both school offices.

The school will not allow in any circumstances the administration of non-prescription medicines in school. This includes cough sweets and lozenges, creams and painkillers. However the Headteachers recognises that pupils may require paracetamol for common childhood ailments (i.e. headache, toothache and menstrual pain). If parents/carers consent to paracetamol being administered to their child they are requested to supply school with paracetamol prescribed by their G.P., clearly named and labelled for the sole use of the named pupil, for an allocated period only.

Non-prescribed paracetamol cannot be administered by school staff.

Regular use of medicines administered in school

If it has been agreed, with health professionals and parents and carers, that medication will be administered on a regular basis i.e. daily over a prolonged period of time, a monitoring sheet needs to be completed for every administration. This needs to be recorded with the following information completed: The name of the pupil, date of birth and the medication, the dose given and the route. Each administration needs to be dated, timed and the dose given must be signed off. If there are any occasions when the dose is not administered then the agreed code must be entered onto the log sheet and parents need to be informed. EYFS & KS1 kept in classrooms, KS2 kept in Junior Office.

Occasional Medication Record Card

If the school has agreed to administer medicine for occasional use a school's *Medical Record Card* must be completed. EYFS & KS1 kept in classrooms, KS2 kept in Junior Office.

General

The governing body recognises that many pupils will, at some time, need to take medication at school. While parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and the governing body wishes to do all that is reasonably practicable to safeguard and promote children's welfare.

Responsibilities

The governing body takes responsibility for the administration of medicines during school time in accordance with the Government's and LA's policies and guidelines.

The Headteacher will implement this policy and report as required to the governing body.

Medication will normally be administered by specially trained staff e.g. first aiders.

All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. The governing body does not require staff to administer medication. (Supporting Pupils with Medical Needs).

However, some specified staff (e.g. staff taking educational visits, including residential) that volunteer their services, will be given advice and/or training to administer first aid and/or medication to pupils.

Staff Indemnity

The LA(governing body) fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following governing body guidelines.

The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The LA/governing body will meet any claims in these circumstances.

Other Contact:

School Health

Great Sutton Clinic
Old Chester Road
Great Sutton.
Ellesmere Port.
CH66 3NZ

0151 339 2424

Appendices

- Pupils Health Care Plan/Medical Alert
- Request for the administration of medication from parents
- Administration of Medication Record sheet

MEDICAL ALERT

Child's Name

Class

Condition:

Details of Condition and Symptoms:

Advice/action if child displaying symptoms:

- 1.
- 2.
- 3.
- 4.

Contact details for Parent/Carer:

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REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Dear Headteacher,

I request that (Full name of Pupil) be given the following medicine(s) while at school:

Date of birth Class

Medical condition or illness

Name/type of Medicine
(as described on container)

Expiry date..... Duration of course.....

Dosage and method Time(s) to be given.....

Other instructions

Self administration Yes/No (mark as appropriate)

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school/setting is not obliged to undertake. I understand that I must notify the school/setting of any changes in writing.

Signed Print Name
(Parent/Guardian)

Date

Daytime telephone number

Address

Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.

1. Medicines must be in the original container as dispensed by the Pharmacy.
2. The agreement will be reviewed on a termly basis.
3. The Governors and Headteacher reserve the right to withdraw this service

This policy/document was reviewed by:

Signed **Date**

Position

Signed **Date**

Position

The next revision date is: