

WOODLANDS PRIMARY SCHOOL



ADMINISTRATION OF MEDICINE IN SCHOOL POLICY

**Updated: January 2020
Review Date: January 2021**

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 with a dispensing label, 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 school of any requests for the regular administration of medicines, including changes of dosage, at the earliest opportunity (see the DCSF guidance *Managing Medicines in Schools and Early Years Settings*).

The lead First Aiders, Donna Fitzgerald, Nicky Brown, Deb Lyon and Keith Ryrie, 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 SENDCo, 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.

Should a parent wish to delegate another person to administer medicine to their child during the school day, (i.e. lunchtime by grandparent/relative/friend), written confirmation must be obtained. School do not administer creams or eyedrops.

Normally medication, depending on type, 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 TEACHER'S STOCK CUPBOARD
KS2 – IN LOCKED DRAWERS IN JUNIOR OFFICE (APART FROM INHALERS, WHICH ARE KEPT IN THE TEACHERS CUPBOARD, ACCESSIBLE TO STUDENTS)**

Normally the administration of medication will only be done at lunchtimes, unless exceptional circumstances or in an emergency.

Inhalers for asthma will be available as required. These are kept in the relevant teachers cupboards. 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 Headteacher 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/or 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 by two members of staff. If there are any occasions when the dose is not administered then parents should 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.

A log is kept of all medication administered by school staff and this must be checked, witnessed and initialled by two members of staff.

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, but this could sometimes be class teacher, TA or admin staff.

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.

Any other relevant information.



WOODLANDS PRIMARY SCHOOL

REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Date:

Child's Name

Date of Birth Class

Medical condition or illness

I request that my child be given the following medicine(s) whilst at school:

Name/Type of Medicine (as described on container)

Expiry Date of Medication: Duration of Course

Dosage and Method..... Times to be administered

Any other instructions

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.....

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I confirm the above medication has been prescribed by the family or hospital doctor. It is clearly labelled, indicating contents, dosage and child's name in FULL.

Name/Contact No. of GP

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

Signed: (Parent/Carer) Date:.....

Print Name:..... Contact No

Address

.....

Note to Parents:

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.

Medicines must be in the original container as dispensed by the Pharmacy.

The agreement will be reviewed on a termly basis.

The Governors and Headteacher reserve the right to withdraw this service.

WOODLANDS PRIMARY SCHOOL

REGULAR USE MEDICATION FORM

Name DOB

Medicine..... Dose

DATE	TIME	DOSE	SIGN	DATE	TIME	DOSE	SIGN	DATE	TIME	DOSE	SIGN

CODE TO BE USED WHEN PRESCRIBED MEDICINES ARE NOT ADMINISTERED	
Child Absent From School	A
No Medication in School	N
Medication handed to Teacher accompanying child on school trip	T
Child vomiting or unable to take medication	V
Child refused medication	R