

# All Saints' Primary School

## Administration of Medication Policy

### **Rationale:**

Although regular school attendance is expected, if a child is ill they should remain at home until well enough to cope with the demands of the learning environment. Some children however who have a long term illness/physical condition may require medication to be administered in school.

The Governors and staff of All Saints' School wish to ensure that pupils with medical needs receive the care and support in school that they need, subject to the guidelines outlined in this policy.

### **Aim:**

To provide an appropriate, safe policy in relation to the administration of medication in school, following national and local educational guidelines.

In a partnership approach, to identify clearly the responsibilities of the school and parents/carers in respect of a child's medical need and the roles and responsibilities of staff who volunteer to administer medication in school.

To ensure that members of staff know that there is no legal responsibility for non-medical staff to administer medication or supervise medical procedures. ***This is purely a voluntary role.***

To ensure that all staff know they must be adequately trained before undertaking this role.

### **Responsibility :-**

It is the decision of the Head teacher as to whether school staff should be asked to administer medication during the child's formal education.

School staff are not trained or qualified to administer medicines and the overall management of medical treatment for children is the responsibility of the parent/carer. It is also their responsibility to provide the school with **up to date information** regarding their child's medical needs and to keep the school informed of any change.

Where agreement is reached that trained member(s) of staff should administer medication, a consent form (see appendix A) must be completed and signed and dated by both parent and head teacher.

A child will require a Care Plan if they have a Complex Medical Need/ more than one essential prescribed medication/ require an emergency medication and / or a medical procedure. A care plan must be formulated in collaboration with parents and any relevant professional body i.e. Hospital and Community School Nurse/Paediatric Teams. An up to date Care Plan should ideally be in place for a pupil with complex medical needs etc (as above) before they are admitted to school and staff are requested to administer medication.

It is the parents/carers responsibility to ensure there is sufficient, in date medication in school. Medication should always be provided in its original container with the pharmacist's original label and clearly stating directions for use - see appendix A)

### Indemnity

Members of staff who administer medication in accordance with the guidelines are covered for insurance by the Local Education Authority as in the Indemnity document see Appendix C

### Confidentiality

Information regarding children's medical needs is kept in the medical room. While it is essential for staff to be fully acquainted with individual medical needs, this information must only be shared with relevant members of staff.

### Short term anti-biotic medication

Where possible, G.P's will prescribe anti-biotic medication 8hrly i.e. three times a day, and so can be given outside of school hours. However, if needs dictate, then medicine will be administered in school with authorisation by parents using appendix A. This includes pupils who attend Little Saints' .

### Over the Counter medication

Over the counter medicines are regarded as non-essential, and will not be administered in school, in line with Local Authority Guidelines. This also applies to homeopathic treatments.

### Infectious Diseases

Children who have an infectious childhood illness may return to school after the period in which they may pass on the infection to other children and staff has elapsed. Children with vomiting and /or diarrhoea must not return to school until they have been symptom free for **48hrs**.

(See Local Authority Guidelines on Childhood Infection Diseases)

### Training

To ensure the well being of the child and to safeguard staff, specific training should be given, by a suitably qualified person, to all those who volunteer and **before they are required** to administer medication or undertake a medical procedure. It is important that lunchtime supervisors are included in any training in order for them to be able to recognise an emergency situation and respond appropriately.

Training should be updated as advised by medical directives.

### Storage of medicines

Non emergency medication **must** be stored in a locked cupboard, in a cool place; any requiring refrigeration **must** be isolated from other items i.e. food

All emergency medication must be easily accessible as identified in the Care Plan and the whereabouts known to both the child and all staff.

### Disposal and return of medication

Medication is only kept in school whilst the child is in attendance. It is the parents/carers responsibility to replace medication which has been used or expired. Parents/carers are requested to collect all medication at the end of each academic year and return as required. Non emergency medication if not collected at the end of each term, will be returned to a pharmacy for disposal.

Where disposal of sharp items i.e. needles is required the appropriate safety measures must be followed as identified within the individual Care Plan.

### **Self Administration**

Where the child is recognised by a qualified person (i.e. parent/carer or medical staff) as being competent to self administer e.g. using an asthma inhaler it will be specified on the School Asthma Card. For all other medication see appendix A)

### **School trips/Off site activities** (See also Educational Visits and Journey Policy)

Each member of staff leading a group of children on an off site activity, will carry a medical first aid kit, equipped with basic medical equipment and a list of any children who have a medical condition and/or individual care plans. A child on an off site activity who has been prescribed emergency medication, must have a named person on the activity, who will ensure such medication accompanies the child at all times and is returned to the designated storage area in school. Class teachers/ group leaders will each take a mobile phone plus a Fatal/Serious Injury Incident Procedure Card - i.e. yellow card.

For residential trips a specific consent to administer medication is available and must be completed.

### **Record keeping**

If a medicine is administered by staff, the date time and dose must be recorded and signed on the relevant document, and the parent informed. See appendix B)

Any reason why a medication is not given **must** also be recorded on appendix A) and B)

Staff must not force a child to accept medication but must record any refusal to do so and inform the parents as soon as possible.

When a child requires an individual Care Plan this is completed in collaboration with parents, staff and the relevant health professional i.e. School Nurse, Consultant, GP, Specialist Nurse.

### **Emergency Situations**

The list of qualified First Aiders is displayed on the Medical Room Door, in the Staff Room, and also kept by the Administrator and Head teacher. Staff should **never** take any child to hospital in a car, it is safer to call an ambulance. Health professionals are responsible for any decisions on medical treatment in the absence of a parent/carer.

In the absence of a parent/carer and at the discretion of the head teacher, a member of staff, if available, may accompany the child to hospital, and stay until the parent/ carer arrives.

Any medical information including contact details should taken with the child or given to emergency staff.

### **Emergency Medication**

A record of names of children within a class, who have a medical condition, is kept at the front of the class register, for the information of new and/or temporary staff.

Individual Care Plans are stored in the medical room where they are easily accessible but in such a manner as to maintain confidentiality, a copy is also kept in the classroom in a location only accessible by staff. Parents have a copy of any Care Plan.

### **Additional Information**

#### **Anaphylaxis**

Catering staff will be informed regarding any child who has a food allergy or Anaphylaxis. A photograph and associated dietary requirements are displayed in the school kitchen.

#### Asthma

The school has adopted the "National Asthma Campaign's School Asthma Policy ". Some children particularly younger ones, may need to use a Spacer with their inhaler, and be supervised in its use. They will require a written care plan or clear instructions for its use on the asthma card

#### Diabetes

Staff will be offered support and training including that involved with blood glucose monitoring and administration or supervised self administration of insulin if required

#### Epilepsy

Emergency medication can be prescribed for the treatment of convulsions, in which case a care plan would be in place.

- Appendices
- A) Parental consent to administer medication in school
  - B) Record of Administration of Medicine
  - C) Local Authority Indemnity document

References:- DfE Supporting pupils at school with medical conditions Statutory guidance for governing bodies of maintained schools and proprietors of academies in England December 2015  
Health Education Trust: Managing Medicines in School  
School SEND Policy  
Policy for Educational Visits  
Guidelines on Exclusion criteria for Childhood Infectious Diseases

Agreed Aut 2014

Policy review date :- November 2018



# All Saints' C of E Primary School

## Supporting Children with Medical Needs in School

### The Administration of Medication in School

The school will not give your child any medication unless you complete and sign this form and the Headteacher has confirmed that school staff have agreed to administer the medication and, where necessary have received appropriate training.

#### DETAILS OF PUPIL

Surname	
Forename(s)	
Address	M/F
	Date of Birth
	Class/Form
Condition or Illness	
Name of Medication (as described on container)	
For how long will your child take this medication?	
Date dispensed	
Full directions for use	
Dosage and amount (as per instructions on container)	
Method of Administration	
Timing	
Special storage instructions (explain if medicine should remain in school or return home daily)	
Special precautions	
Side effects	
Self administration	
Action to be taken if pupil refuses to take the medication	

Date:-

Parental signature: \_\_\_\_\_ Head's signature \_\_\_\_\_



### **APPENDIX C - Record of Administration of Medicine- Indemnity**

Provided staff act in accordance with the school's policies and procedures they will normally be fully covered by the LEA's (or governing body's) public liability insurance. These procedures make it clear that only authorized and appropriately trained staff can administer medication to pupils or supervise the self-administration of medicine by pupils. In general, the consequences of not taking action are likely to be more serious than those of trying to assist in an emergency.

Taken from 'The Administration of medication' policy document – issued by Occupational Safety Team, CBMDC September 2008

Teachers should consult their Professional Body if they have questions on administering of a medication

Reference to the school policy on the admin of medication should be included in home/school agreement, a full copy of which should be available in request or on the school website.