



Park Primary School

MANAGING AND ADMINISTERING MEDICATION IN SCHOOL POLICY

Policy reviewed	: September 2023
Full governors approval	: 27 th September 2023
Next review date	: September 2024

Managing Medication in School Policy 2023-2024

AIM:

To provide clear advice and guidance on managing and administering medication in school and support for pupils with medical needs.

The Governors and staff of Park Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school.

The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

Please note that parents should keep their children at home if acutely unwell or infectious.

RATIONALE:

An increasing number of children with disabilities and medical needs are being included in mainstream educational settings. Some of these children may require assistance with personal and technical care. This new duty requires clear guidance in order to avoid anxiety for staff, children and parents.

PURPOSES:

By implementing the policy, we intend to achieve the following objectives:

1. To provide guidance and reassurance to staff.
2. To safeguard the health and well-being of children.
3. To assure parents that staff will be knowledgeable and competent as far as possible in the management of their child's care, given that school staff are not health professionals
4. To develop policies related to the administration, storage and management of medicines in school.
5. To put in place effective management systems to support individual pupils with medical needs.
6. To identify roles and responsibilities in the management of medicines and supporting pupils with medical needs.
7. To take account of statutory responsibility.

GUIDANCE:

1. Medicines should only be taken at school when essential; that is where it would be detrimental to a pupil's health if the medicine were not administered during the school day.
2. Medicines that need to be taken 3 times a day will not be administered at school. They should be taken in the morning, after school and at bedtime.
3. School will only accept medicines that have been prescribed by a doctor or dentist. Non-prescribed medication will not be accepted or administered to a pupil by school staff.
4. Parents must request in writing that their child be given medication and any subsequent changes must also be in writing.

5. Medicines must always be provided in the original container as dispensed by a pharmacist and not repackaged. Medicines that have been taken out of the container as originally dispensed will not be accepted.
6. The label should include the date, pupil's name and the prescriber's instructions for administration. Instructions must be 'as directed' only and not 'as required'.
7. Staff receiving medication should read the label carefully, ensure the pupil's name is stated, ensure that they understand the instructions and check prescribed dosage and expiry date.
8. Changes to dosage on parental instruction will not be accepted.
9. Medication must be brought in by an adult and collected by an adult at the end of the administration period.
10. Records of all medication received must be kept, even if not subsequently administered.
11. Parents must give written consent. It only requires one parent to agree or request that medicines are administered.
12. Where close contact is required with pupils, appropriate PPE will be worn by staff. Please also see our COVID-19 risk assessments and related policies.

Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. (see appendix 1)

Staff will not under any circumstances, give a non-prescribed medicine to a child. The **head teacher** at their discretion will administer non-prescription medication where appropriate.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Each item of medication must be delivered to the Authorised Person (usually a member of the administration team), in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

The school will not accept items of medication in unlabelled containers.

STORAGE:

1. Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a secure medicine cabinet or fridge accessible only to appropriate staff.
2. Only the minimum amount necessary should be provided for the pupil. Large volumes of medication should not be stored.
3. A record should be kept of all medication received, even if it is not subsequently administered. This allows for an audit trail to be constructed.

4. Pupils must not keep their own medicines, other than inhalers.
5. Controlled drugs must be kept in the locked cupboard in the Head's room. Only named staff to have access.
6. Epi-pens and inhalers must be clearly marked and easily accessible in case of emergency. These should be moved around with the children e.g. – pe lessons, assemblies etc.
7. In the event of loss, theft or burglary, the headteacher must be informed immediately.
8. Staff to ensure that medicines (including over the counter medicines) are stored in the school office. Medication for staff personal use must be kept secure and away from children.

ADMINISTRATION OF MEDICATION:

1. There is no legal or contractual duty on staff to administer medication or supervise a pupil taking it, or carry out personal care tasks required to support children with medical needs. This is a voluntary role.
2. All staff have common law duty to act as any reasonable parent to make sure that children are healthy and safe in school, therefore staff would be expected to assist in an emergency.
3. Pupils may self administer own inhalers, creams etc; therefore school staff will only need to supervise
4. Medicines must only be administered to the person named on the medication.
5. Non-prescription medication for pain relief will only be administered for a maximum of 2 days. i.e. Ibuprofen, Calpol, Paracetamol.
6. No child under the age of 16 must be given medication containing Asprin unless prescribed by a doctor
7. No-one must be given anyone else's medication under any circumstances. This would be an illegal act.
8. Regardless of age enquiries must always be made as to whether the pupil is taking any other medication, checks must be made to ensure that there are not likely to be adverse health effects from the interaction of the two.
9. Before administering medication check the packaging for child's name, prescribed dose, expiry date, pharmacist's instructions. If in doubt about a procedure, staff should not administer the medication but Park Primary School Managing Medication in School Policy 2022-2023 check with parents and/or health professionals, before taking further action.
10. Confirm the identity of the pupil to be given the medication.
11. There must be an adult witness present when the medicine is administered.
12. Ensure pupil has actually taken the medication. If a pupil refuses to take medication, they should not be forced to take it. Parents/Carers should be informed as soon as possible.
13. Record sheets must be signed and dated by the person administering immediately after administering the medication.

DISPOSAL OF MEDICATION:

1. Staff should not dispose of medication. Medicines should not be flushed down the sink or the toilet.
2. Parents are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal. Date-expired medication or any medication no longer required should be returned to the parent/carer. This must be given to an adult. The amount of returned medication should be logged.
3. Parents should collect medicines at the end of each term. Medicines should not be stored over holiday periods in school.

4. Sharps boxes should always be used for the disposal of needles e.g. epi-pens. These can be obtained by parents on prescription from a G.P. Collection and disposal of the boxes should be arranged with the Local Authority environmental services.

INDIVIDUAL HEALTH-CARE PLANS:

1. Pupils on regular medication or if the regime is complex should have a care plan e.g. asthma, diabetes, ADHD, epilepsy, mobility difficulties.
2. Pupils who have short term illness which requires significant intervention in school should have a care plan for the duration of their treatment. (Short term illness lasting only a few days would not normally merit a care plan). Review arrangements should be agreed by all contributors.
3. The Head Teacher in consultation with the class teacher, parents, support staff and health professionals is responsible for drawing up the care plan. This should include:-
 - Details about the child and his/her condition
 - Name and details of medication, including any side-effects
 - Curriculum Access • Special requirements, e.g. dietary needs, pre-activity precautions, facilities, equipment
 - Role of the staff and training requirements
 - Arrangements for off-site activities
 - Emergency procedures:
 - Who is responsible in an emergency
 - what constitutes an emergency
 - what to do
 - what not to do
 - who to contact
4. Care plans will be kept on pupil's files, in the class register and with support staff.

STAFF TRAINING:

Staff training should be provided for those staff who will be administering medication and adults who may be working with pupils requiring the use of an epi-pen and pupils with diabetes. SCHOOL TRIPS

1. Pupils with medical needs must not be discriminated against and should be encouraged to participate in school trips.
2. A copy of their care plan should be taken.
3. Staff should be made fully aware of medical needs of pupil and procedures for administration of medication and relevant safety procedures. Residential Trips: 'In the case of specific medication required for specific medical conditions the child must always be informed at the start of each day who is in charge of their medication and at what times, so that they can access it as quickly as possible if needed.'

CONFIDENTIALITY:

1. This policy should be used in conjunction with the school's confidentiality and equal opportunities policies
2. Pupils have a right to privacy and medical information should be treated as confidential. Medical information should be shared with the minimum number of people possible that would ensure the pupils safety
3. Parental agreement should be sought about passing health information to staff. Sharing information is important if staff and parents are to ensure the best care for the pupil. However, if

information is withheld from staff, they should not generally be held responsible if they act incorrectly in giving medical assistance, but act otherwise in good faith.

SPORTING ACTIVITIES:

1. Most pupils with medical conditions can participate in PE.
2. Some pupils may need to take precautionary measures before or during exercise and may need immediate access to their medication.
3. Staff supervising sporting activities should be aware of the relevant medical conditions, medication requirements and emergency procedures.
4. Any restrictions should be appropriately recorded in the pupil's individual Health Care Plan.

HYGIENE AND INFECTION CONTROL:

1. Basic hygiene precautions for avoiding infection should be followed, such as washing and drying hands before and after the administration of medication.
2. Disposable gloves should be used as appropriate and extra care taken when dealing with blood or other bodily fluids and when disposing of dressings or equipment.

EMERGENCY PROCEDURES:

1. Where possible first aiders should provide essential first aid treatment and make an assessment of the situation.
2. Where necessary the ambulance service should be called. Staff should not take pupils to hospital in their own car in an emergency. This can hinder emergency treatment. An ambulance should always be called.
3. Parents should be informed immediately.
4. Any pupil taken to hospital by ambulance should be accompanied by a member of staff, who should remain until a parent/carer arrives. Health professionals are responsible for any decision on medical treatment when parents are not available. Staff should not make any decisions.

REVIEW This policy will be reviewed annually.

Next review September 2024

APPENDIX 1

PARK PRIMARY SCHOOL MEDICATION PLAN

Please complete this form and return it to school with the medication.

No medication will be administered without signed parental permission.

DETAILS OF PUPIL

Surname: Forename(s):

M/F: Date of Birth: Class:

MEDICATION Name/Type of Medication (as described on the container)

.....

For how long will your child take this medication:

Date dispensed:

DIRECTIONS FOR USE: Dosage and method:

Timing: (Please note: specific timing cannot be guaranteed)

Special Precautions:

Side Effects:

Self-Administration: YES/NO Procedures to take in Emergency:

Details of Medication taken at home:

CONFIRM CONTACT DETAILS Name:

Daytime Telephone No

Relationship to Pupil

Address:

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

Date:

Signature.....

Relationship to pupil:

APPENDIX 2 PARK PRIMARY SCHOOL HEALTH CARE PLAN MEDIUM/LONG TERM

Could you please complete this form and return it to school as soon as possible.

DETAILS OF PUPIL Surname: _____

Forename(s): _____

Address: _____

M/F: _____

Date of Birth: _____

Class: _____

Medical Condition _____

Give details of child's symptoms/reactions

Daily care requirements (e.g. medication type/administration details)

Describe what constitutes an emergency for the child and action to take if this occurs

CONTACT DETAILS Name: _____

Daytime Telephone No _____

Relationship to Pupil _____

Address: _____

CLINIC/HOSPITAL CONTACT

Name _____

Phone No _____

GP Name _____

Phone No _____

I give permission for my child's photograph to be taken and brought to the attention of staff with details of medical condition and action to be taken.

Date: _____

Signature: _____

Relationship to pupil: _____

APPENDIX 4

PARK PRIMARY SCHOOL ASTHMA REGISTER SHEET

We note from your child's emergency form that your child suffers from Asthma. Could you please complete this form and return it to school as soon as possible.

DETAILS OF PUPIL

Surname: _____

Forename(s): _____

Address: _____

M/F: _____

Date of Birth: _____

Class: _____

MEDICATION Name/Type of Medication (as described on the container)

For how long will your child take this medication: _____

Date dispensed: _____

Full directions for use: _____

Dosage and method: _____

Timing: _____

Special Precautions: _____

Side Effects: _____

Self Administration: _____

Procedures to take in Emergency: _____

Details of Medication taken at home: _____

CONTACT DETAILS Name: _____

Daytime Telephone No _____

Relationship to Pupil _____

Address: _____

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake.

Date: _____

Signature: _____

Relationship to pupil: _____

APPENDIX 5

CONTACTING EMERGENCY SERVICES

Request for an ambulance On telephone dial 9 (to get an outside line) then dial 999, ask for ambulance and be ready with the following information:

1 Your telephone number: 01302 344659

2 Give your location: Monmouth Rd, Doncaster

3 Postcode DN2 4JP

4 Give exact location of the school

5 Give your name

6 Give name of child and a brief description of child's symptoms

7 Inform Ambulance Control of the best entrance and state that the crew will be met and taken to child. Please speak slowly and clearly and be ready to repeat information, if asked Put a completed copy of this form by the telephone N.B. Member of staff will accompany child in ambulance and will need to have Admission form and any Health Care Plans available to take to hospital