

School Policy for

ADMINISTRATION OF MEDICINES

Braunstone Community Primary School



RATIONALE

Pupils may at some time need to take medication at school. For many this may be short term, perhaps finishing a course of medication. Other pupils may have medical conditions such as asthma or diabetes that if not properly managed could limit their access to education. Some children may have conditions that also require emergency treatment e.g. severe allergic conditions or epilepsy.

Pupils with such conditions are regarded as having health care needs. Most children with health care or medical needs are able to attend school regularly and, with some support from school can take part in most normal school activities. A positive response by the school to a pupil's health care needs will not only benefit the pupil directly, but can also positively influence the attitude of the whole class.

This policy, which focuses primarily on the administration of medicine, has been drawn up with reference to Circular 14/96 (published jointly by the Department of Health and DfEE), which offers guidance and seeks to clarify the legal framework within which schools should operate in supporting pupils with health care needs. The circular reflects extensive consultation with teacher unions, local education authorities, health services and voluntary organisations.

Decisions made regarding administration of medicines at Braunstone Community Primary School, will, as far as is practicable, encourage regular attendance and full participation in school life.

GUIDELINES FOR STAFF

"Most schools will at some time have pupils on roll with medical needs. The responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils.

Teachers and other school staff in charge of pupils have a common law duty to act as any reasonably prudent parent would to make sure that pupils are healthy and safe on school premises and this might, in exceptional circumstances, extend to administering medicine and/or taking action in an emergency. This duty also extends to teachers leading activities taking place off the school site, such as educational visits, school outings or field trips.

Section 3(5) of the Children Act 1989 provides scope for teachers to do what is reasonable for the purpose of safeguarding or promoting children's welfare. This can give protection to teachers acting reasonably in emergency situations such as on a school trip.

Subject to the point made in the above paragraph, there is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. This is a voluntary role.

Circular 14/96

PRINCIPLES:

- ✓ Parents are responsible for their child's medication and must take responsibility for informing school of any changes in long term medication
- ✓ Many pupils with long term medical conditions will not require medication during school hours

- ✓ Timings of regular medication, whether short or long term, can usually be adjusted to fit around the school day (or parents can visit school to administer medication)
- ✓ The Headteacher is responsible for deciding whether the school can assist a pupil who needs medication
- ✓ The Headteacher is responsible for deciding which staff members may

Medication can only be administered at school following permission from the Headteacher.

Many pupils with long term medical conditions will be able to administer their own medication (under supervision) and the school policy encourages this approach.

No child will be forced to take medication (refusal to take medication will be referred to parents. If emergency medication is refused it may be necessary to contact the ambulance service).

School staff should not, as a general rule, administer medication without first receiving appropriate information or training (information may be provided by pharmacists, the pupil's doctor or where necessary the school nurse or doctor may provide advice or training).

Staff administering medication must check:

- o The pupil's name
- o Written directions provided
- o Prescribed dose
- o Dose frequency
- o Expiry date
- o Any additional or cautionary information

If staff volunteering to administer medicine are concerned about any aspect of its administration they must not administer it and must seek further advice.

Children will be allowed to take medication in private from other pupils (but still under supervision).

Medication requiring invasive procedures (eg. drugs requiring injection or rectal application) will only be administered by staff that have been fully trained.

Only medication supplied by the parent/guardian should be administered to pupils. Parents/carers should deliver medicines to the school office but if this is not possible the pupil should hand the medicine to the office immediately upon arrival at school.

Particular attention must be paid to the safe storage, handling and disposal of medicines (fridges with restricted access are available for storage when appropriate).

All medication, other than that required to be kept in a fridge, will be kept securely in the school office (exceptions to this will include inhalers; these will be stored in a specified container in the Teacher's cupboard). Children must know where their inhalers are stored so that they can be accessed by another adult e.g. a Teaching Assistant, Lunchtime Supervisor or Supply Teacher as they may be needed at various times throughout the day.

Asthma inhalers taken on day/residential trips should be kept securely by an adult supervising the pupils and should be immediately to hand should they be needed.

It may be necessary for some medicine to be readily available in an emergency and should not be locked away. Relevant school staff and if appropriate, the pupil should know where the medication is kept.

Should an emergency medical situation arise in class, help can be summonsed using the emergency 'Red Card' system (red card taken to office by any child) or via a message on the radio.

If staff follow this policy they will normally be fully covered by the LA's public liability insurance should a complaint be made.

If medication is to be administered on-site (other than by parents/guardians bringing it into school to administer it) it must be under the following conditions:

PRESCRIPTION MEDICINES

- A signed order by a physician with specific directions for administration must be submitted to the Headteacher; or
- A bottle with a pharmacist's label designating the pupil's name, directions, name of drug and name of physician must be submitted to the Headteacher; and
- The parent/guardian must complete an 'Administration of Medication Request' form (Form 1 -Appendix 1); and
- A record must be kept of all children receiving medication (this record must be accessible in the school office); and
- The pupil's class teacher and where appropriate other staff members (e.g. other teachers (including supply teachers) and lunchtime staff) must be kept informed of prescription medication being taken over an extended period of time.

NON- PRESCRIPTION MEDICINES

It is rare that non-prescription medicines will be self-administered by children or administered by school staff and may only be administered at school if:

- The parent/guardian has completed an 'Administration of Medication Request' form (Form 1 - Appendix 1); and
- There is a signed order by a physician with specific directions for administration submitted to the Headteacher; and
- A record is kept of all children receiving medication (this record must be accessible in the school office)

If pupils ask for painkillers (analgesics) at school, such as Paracetamol or Aspirin, they will NOT be given. Staff may not know whether the pupil has taken a previous dose or whether the medication may react with other medication taken.

ADMINISTRATION OF ADRENALINE AND RECTAL DIAZEPAM

See LA Guidance Appendix B & C of Administration of Medicines in Schools.

RECORDS

- All records relating to medication are kept in the school office
- Each request for administration of medication from parents must be recorded by the parent on the 'Administration of Medication Request' form (Form 1 - Appendix 1)
- Whenever a pupil takes medication it should be entered in the 'Administration of Medication Record' (Form 2 - Appendix 2) which is kept in the school office
- If medication is kept in school but is used on an irregular (possibly emergency) basis then the pupil's parents/guardians should be informed of the dosage and time taken
- Pupils who require long term medication should have their administration of medication recorded on an individual record sheet (Form 3 - Appendix 3)
- A record of the expiry dates of medication retained in school long term will be kept in the school diary and parents will be reminded to replace medication prior to expiry.

REQUEST FOR ADMINISTRATION OF MEDICINES

To: Headteacher of Braunstone Community Primary School

From: Parent/Carer of _____ (*full name of child*)

Date of birth: _____

My child has been diagnosed as suffering from:

_____ (*name of illness*)

He/she is considered fit for school but requires the following prescribed medicine to be administered during school hours _____ (*name of medicine*)

Could you please therefore administer _____ (*dosage*) _____ (*time*)

With effect from: _____ (*date*) to* _____ (*date*)

The medicine should be administered by mouth**/in the ear**/nasally**/other (please specify)

* delete if long term medication

** delete as appropriate

I understand that all staff are acting voluntarily in administering medicines and have the right to refuse to administer medication. I understand that the school staff cannot undertake to monitor the use of inhalers carried by children, and that the school is not responsible for loss or damage to any medication.

I undertake to update the school with any changes in administration for routine or emergency medication and to maintain an in – date supply of the medication.

Signed: _____ Date: _____

Name of Parent/Carer: _____ (please print)

Name of Child: _____ (please print)

Contact details Tel no: _____ Home

_____ Work

