

Chapmanslade

Church of England Voluntary Aided Primary School

Policy and Guidelines for Handling and Administering Medicines in School

Statement of Intent:

This policy is concerned with a whole school approach to health care and the procedure for managing prescription medicines, which need to be taken during the school day.

Prescribed medicines can only be taken in school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

Introduction

There are an increasing number of children attending mainstream schools with medical conditions. Schools, acting in loco parentis, have a duty to take reasonable care of children, which includes the possibility of having to administer medicines and/or prescribed drugs. Pupils prescribed regular medication or those requiring occasional dispensing of medicines may require this. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

Parents/carers are encouraged to give doses outside the school day if possible eg. 3 times a day should be taken in the morning, after school and at bedtime.

The school procedure for the administration of medicine is outlined in the 'Request for Administration of Medicine in School' form, which has to be completed by the parent/carers (see Appendix 3).

- Pupils recovering from a short-term illness/infection, who are clearly unwell should not be in school and the Headteacher can request that parents/carers keep the child at home if necessary.
- Only medicines prescribed by a doctor can be accepted in their original container with the pharmacy label intact.
- Medicines are only administered following a written request from parents/carers which clearly states the name and class of the pupil, together with the dose and time(s) of day at which it should be taken and any special conditions for storage of the medicine (i.e. kept in fridge).
- Medicines need to be clearly marked with the name and class of the pupil, together with the dose and the time(s) of the day at which it should be taken.
- The school office only accepts medicines and they must be brought in by the parent/carers, rather than via the pupil.
- Medicines will be kept in a secure central position in the school (e.g. school office or staffroom fridge). Under no circumstances should medicines be kept in first aid boxes.
- Children should never be given medicine to keep on their person; all medicines should be handed in to the office.

- **School cannot accept any medicine that has been taken out of the container as originally dispensed or make changes to dosages on parental/carers instructions.**
- Due to the increasing number of children receiving medication in school, medicines such as cough lozenges etc. will not be administered by First Aid staff. Parents are advised to speak to the class teacher before they can be brought to school.
- Analgesics (e.g. aspirin, paracetamol, including junior forms such as Calpol) and hayfever remedies will be administered to pupils. **Please ensure they are sent into school in the original packaging and the relevant form completed.**

The staff at Chapmanslade Primary school are prepared to administer medicines if parents/carers:

- Follow the guidelines in this policy
- Complete a 'Request for Administration of Medicine in School' form and return it to the school office before the medicine is required to be given.

Procedures for Managing Prescription Medicines on School Trips and Outings

Children with medical needs, particularly of a long-term nature, are encouraged to take part on trips and where necessary risk assessments are carried out for these children. The administration of medicines on school trips and outings follows the same procedures as for administration in school. A copy of health care plans are kept with the pupil's medication and will be taken on visits in the event of information being needed in an emergency.

Roles and Responsibilities of Staff Administering Medicines

Under no circumstances should staff administer prescribed medication on their own initiative or without the written consent of parents/carers.

Parents/carers must send in written consent before any medicine can be given.

Any member of staff giving medicines will check:

- The child's name
- The prescribed dose
- The expiry date
- Written instruction by the prescriber on the label or container

If there is any doubt about procedures, staff will not administer the medicines without checking with the parent/carers first.

Each time a medicine is given, a written record will be recorded on the appropriate medical permission form, which is located in the school office and then filed in the pupil medication folder in the school office locked cupboard. (Appendix 4). Good records demonstrate that staff have exercised a duty of care.

We support and encourage children, who are able, to take responsibility to manage their own medicines, but they are always supervised and medicines are always kept in the office or agreed location. If a child refuses medicine, staff should not force them to take it, but will record this and ensure that the parent/carers are aware of it.

Parental/Carers Responsibilities in respect of their Child's Needs

Parents/carers should provide the Headteacher with sufficient information about their child's medical needs if treatment or special care is required. Information about a medical condition should be included as recorded by the child's G.P. Parents/carers and the school will then reach an agreement on the school's role in supporting the child's medical needs.

Staff Training in Medical Needs

Each year lists are compiled for each class informing staff of known medical conditions. These lists are distributed to all staff so that they are aware of any incidents that may occur. When the condition is of a more serious nature, an individual health care plan is created and is distributed to relevant staff and displayed in a secure location in the classroom so that staff are aware of the likelihood of an emergency arising and what action to take should one occur.

All staff that are responsible for administering prescribed medicines to a child will be given the appropriate training and guidance.

Qualified First Aid Staff

First Aid staff must hold the appropriate up-to-date certificates and should attend renewal courses as necessary. Our current qualified First Aiders and renewal dates are posted in the School Office.

Administering Medicines Safely

All medicines may be harmful to anyone for whom they are not appropriate; therefore it is essential that they are stored safely. All medicines should be handed in to the office in the morning and collected from the office at the end of the school day. All emergency medicines, such as inhalers are kept in classrooms. (KS2 children are encouraged to be responsible for their own inhalers). A child with an Epipen/Insulin will keep it in a known safe place in the child's classroom. All other medication is stored in the school office, locked first aid cabinet and is handled by adults only or as stated in their Health Care Plan.

Administration of Antibiotics

The administration of antibiotics in school will normally be permitted only if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime.

Medical Equipment

It is to be the responsibility of First Aid staff in school to ensure that the first aid stocks are checked and replenished regularly and that all first aid equipment is maintained. Where

deficiencies are identified ensure new stock is ordered through liaison with the School Business Manager.

Locations of First Aid boxes - see Appendix 2

Emergency Procedures

In the event of an emergency, an ambulance will be called and a member of staff will accompany a child to hospital and the parents/carers will be notified. A staff member will stay with the child until a parent/carer arrives.

In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Headteacher and Governors of the school. However, ultimate responsibility remains with the parents/carers.

Summary of Procedure for Administration of Medicine

- Medicine that is prescribed by a doctor and analgesics and hayfever remedies, will be administered at school.
- Permission to administer medication form must be completed by the parent/carers.
- Medicine must be in original packaging clearly marked with name of child, class and dose to be administered.
- All medication given must be recorded and witnessed on the reverse of the 'Request for Administration of Medicine in School' form.
- It will be the parent/carers responsibility to collect medication at the end of each school day where necessary.

Policy Reviewed and Adopted Nov 2022

Reviewed Sept 2023

Next Review Nov 2025

Appendix 1

Dear Parent,

Medication for Pupils

In order to comply with Local Authority guidelines on administering medications in school it is necessary to operate the following procedures here in school.

Very few medicines need to be taken in school hours and in most cases the appropriate dosage of medicine when prescribed to be taken “three times a day” can be given “before school, after school and at night”.

Medication will not be given to any pupil without the specific written consent of the parent.

A request for school staff to administer medicine must be in writing and include evidence that the child needs to take medicine during school hours, e.g. instructions on the container or advice from the pharmacist. A Parental Consent Form is available from the school office to assist with this process. Medicines must be in the pharmacist’s original container, clearly labelled with the pupil’s name and the dosage/instructions. Analgesics and hayfever remedies must be in their original packaging.

The medicine, together with the completed and signed consent form, should be delivered to school, where possible by a parent and should be handed in at the school office.

Any medication, which has passed its expiry date, should be collected from school by parents within 5 days of the expiry date.

Yours sincerely

Mr Cottrell

Headteacher

Appendix 2

CHAPMANSLADE CE VA PRIMARY SCHOOL LOCATION OF FIRST AID BOXES

1. Staff room
2. All classrooms
3. Admin Office
4. Burns box – kitchen & staff room

Appendix 3

ADMINISTRATION OF MEDICINES

FORM OF PARENTAL/GUARDIAN CONSENT (Form 1) - STRICTLY CONFIDENTIAL

Child's Name:		Year/Class:
Address:		
Date of Birth:		
Home Tel No:		Work Tel No:
GP Surgery		GP's Tel No:
Condition/Illness:		

Statement:

I hereby request that members of staff administer the following medicines as directed below. I understand that I must deliver the medicine personally to the school in the original container as dispensed by the pharmacy and accept that this is a service which the school is not obliged to undertake. I will inform the school/setting immediately, in writing, if there is any change required to the dosage or frequency of the medication required or if the medication is to cease.

Name (print): _____

Relationship: _____

Signed: _____

Date: _____

Name of Medicine	Dose	Prescribed by Medical Practitioner (Yes or No)	Frequency & Times for Administration	Date of Completion of Course (if known)
A				
B				
C				
D				
E				
Special Instructions/Precautions/Side Effects:				
Emergency Action:				
Other prescribed medicines child takes at home:				