



ADMINISTERING MEDICINES IN SCHOOL POLICY

Opening Statement

Forest Park school is dedicated to safeguarding and promoting the welfare of its pupils and staff; our policies and practices encompass the needs of all our children from Early Years Foundation to Year 6 across all aspects of school life including out of school provision. It is the duty of all members of staff, both teaching and non-teaching, to play an active role in ensuring that each child's needs are met. Effective induction practices for all ITT, college and school students, volunteers and visitors aims to promote a consistent approach in meeting the needs of the whole school community.

Introduction

We recognise the inherent hazards when administering drugs and pharmaceuticals for students, particularly when dealing with allergies.

It is our policy to:

- Maintain strict control over the use of prescribed drug and pharmaceutical administration.
- Ensure that medication will only take place with the written consent of parents/guardians.
- Ensure that 'over-the-counter' medication is strictly controlled.
- Maintain records over the use of medication and inform parents/guardians at the end of every day of the medication administered.
- Ensure that all staff responsible for the administration of medication have been trained in safe handling.

Our school aims to be an inclusive school, meet the needs of, and provide equal opportunities for all the pupils. Parent's cultural and religious views will always be respected.

In trying to fulfil this aim it is accepted that some pupils have special health needs which include taking medication in order that they can continue to attend school. There are also occasions when, under a doctor's instructions a pupil may need to take prescribed medication for a stated length of time.

- The Headteacher accepts responsibility, in principle, for school staff giving or supervising pupils taking prescribed medication during the school day
- A pupil may only take medication if the parent/guardian has given written permission.
- Only medication supplied by the parent/guardian will be administered to a pupil.
- Pupils will take the medication only when supervised by an adult (unless parents have given written permission (Medication request form) for self-administration)
- Whenever a pupil takes medication it will be entered in the "Administration of Medication" record file which is kept in the school office. Pupils who require long term medication will have their administration recorded in a separate section
- All medicines are kept in a locked cupboard within the School office
- Pupils' health needs will be recorded on information sheets issued to staff and available to all staff on the electronic data files, at the beginning of each term and will be updated when necessary

- The Headteacher will seek the advice of the Community Paediatric Service regarding infectious diseases
- Inhalers are to be named and kept in a locked cupboard in the school office unless parent advises the school otherwise.
- Parents will deliver the medication to schools but where this is not possible the parents should inform the school that the pupil will hand in the medication to the school secretary upon arrival at the school. Parents should complete and sign the Pupil Medication Request Form. The completed form should be handed to the school office each day that the medication is to be issued.
- Where a pupil has long term or complex medical needs all the teaching staff including visiting and supply teachers, relevant classroom assistant/auxiliary and playground supervisor will be informed. For those pupils, a written set of procedures (Care Plan) will be drawn up following discussions with parents.
- All volunteer staff will be trained in order to deal with specific conditions e.g. in administering adrenalin, testing blood sugar levels etc.
- In an emergency situation the emergency services must be contacted immediately. The school secretary/caretaker will ensure that the emergency vehicle has ready access to the school. We have guidance on how to deal with emergency incidents posted in the school.
- If a pupil refuses to take advised medication, parents will immediately be informed. No member of Staff will attempt to force a pupil to take medication against his/her will except in emergency circumstances where non-administration is likely to be life threatening.
- Staff will **only** administer non-prescriptive medication when there are clear written guidance from the parents on:
 - The symptoms the pupil will show if required to take the medication
 - The name of the medicine
 - The quantity of the medicine
 - The time of its administration
 - Any side-effects that may result from administration

Staff will not administer adhoc medication for minor complaints – these should be dealt with at home.

There is no legal requirement upon staff, teaching or non-teaching to administer medication. Staff undertaking duties associated with the administration of medication do so on a voluntary basis. We may occasionally have some support staff who are responsible for the meeting of health care needs as part of their duties.

Where staff have been trained and act in accordance with training and medical advice, no question of individual liability will arise.

It is vital that responsibility for pupil safety and wellbeing is clearly defined and that each person involved with pupils with medical needs is aware of what is expected of them. We will work in close co-operation with parents, health professionals and other agencies to provide a suitably supportive environment for pupils with medical needs.

Parental/Guardian Responsibilities

Parents and any others who have legal responsibility for the care of children will keep pupils at home when they are acutely unwell.

Parents/guardians will request from their general practitioner that dosage schedules for any medication prescribed will not include school hours wherever possible.

Parents/guardians are responsible for their child's medication. If a child requires medication during school hours, arrangements for its administration will be agreed between the parents and the school.

Any medication to be administered in school will be clearly marked with the pupil's name, will be brought to school by the parent/guardian and will be delivered to the school secretary together with a completed consent form.

It is the responsibility of the parent/guardian to check that medication is not out of date, that there is a sufficient quantity in school, that it is renewed as necessary and that any unused supplies are uplifted for disposal.

It is the responsibility of the parents/guardians to advise the school in writing of any alteration to the prescribed dosage of medication.

Parents/guardians may consider their children to be responsible enough to carry and administer their own medication. In this event the school must be given full written details of the condition/illness from which the child suffers along with written details of the medication to be taken and the self administration routine.

Parents/Guardians must advise the school in writing if their child is subject to any known allergic reaction e.g. to food stuffs which the child may come into contact with in the course of the school day.

Administration Responsibilities

Our school secretary has a responsibility for the administration of medicines and if they are not available the Headteacher will fill that role.

Dealing with minor injuries

The above staff and first aid trained teachers will deal with minor cuts and bruises etc. These will be cleaned and occasionally a plaster or cream may be applied to aid the healing process. Parents should inform the school if their child has any allergic reactions to any cream or plasters and neither of these options will be administered.