



Dedicated to Excellence

# Ox Close Primary School

## Administering Medication

<b>Approved</b>	<b>January 2020</b>
<b>Review Date</b>	<b>January 2021</b>



## **Rationale**

It is vital that responsibility for child safety is clearly defined and that each person involved with children with medical needs is aware of what is expected of them. Close co-operation between the school, parents, health professionals and other agencies will help provide a suitably supportive environment for children with medical needs.

The giving of medication to children is a parental responsibility, however school staff may be asked to perform this task but they may not, however, be directed to do so. This document provides clear advice to school staff on managing medication in school and puts in place effective systems to support individual pupils.

Ultimately no member of staff can be compelled to administer any medicine and the school reserves the right to this course of action if, in the considered opinion of the staff and the Headteacher, the options being considered are unsafe for either pupil or adult.

This Policy is written in line with the guidance 'Managing Medicines in Schools and Early Years Settings' from the Department for education and skills (March 2005) and also the school policy on catering for children with medical conditions.

## **Aims**

- To translate Local Authority (LA) guidance into a workable policy and practice in Ox Close Primary School.
- To protect those children with medical needs from discrimination under the Disability Discrimination Act (DDA) 1995.
- To ensure that pupils with medical needs receive proper care and support in school
- To enable regular attendance for all pupils
- To ensure all staff understand and work within the legal framework governing medication and drugs

## **Objectives**

This policy identifies the necessity of:

- staff training
- secure storage procedures
- detailed and up to date record keeping
- clear roles and responsibilities
- emergency procedures
- risk assessment

## Entitlement

Parents are responsible for the administering of medicines to their children. If a child requires medicines in the middle of the day they should either return home for this, or the parents should come to school to administer the medicines. **Pupils who are unwell should not be sent to school.** The Medicines Standard of the National Service Framework (NSF) for Children recommends that prescribers consider the use of medicines which need to be administered only once or twice a day so that they can be taken outside school hours.

Each request to administer medication at school will be considered on an individual basis and school staff have the right to refuse to be involved. There is no legal duty which requires school staff to administer medication; this is a voluntary role. Staff who provide support for pupils with medical needs, or who volunteer to administer medication, need support from the head and parents, access to information and training, and reassurance about their legal liability. Advice and training is available to members of staff concerned with the administration of medication by the Primary Care Trust. Staff employed by the LA are fully indemnified against claims for alleged negligence providing that they are acting within the remit of their employment. Ox Close Primary School is fully committed to the inclusion of all pupils and will do all that is practical to help children to benefit from education.

## Expectations

- **Parents and Carers**

Parents and Carers are advised to request that prescribers, where clinically possible, prescribe medication that can be taken outside school hours.

Medication that needs to be taken three times a day should be taken in the morning, after school and at bedtime.

Parents and carers will be given the opportunity to provide the Headteacher with sufficient information about their child's medical needs if treatment or special care is needed. They will, jointly with the Headteacher, reach agreement on the school's role in supporting their child's medical needs.

If the school agrees to administer medication on a short term or occasional basis, the parent(s)/carer(s) are required to complete a Consent Form (Appendix A). Verbal instructions will not be accepted.

A Care Plan (Appendix B) must be completed by parent(s)/carer(s) in conjunction with the school nurse for the administration of emergency medication, medication taken on a regular basis and short term but complex regimes. Care Plans must be reviewed annually.

Parent(s)/carer(s) must ensure there is sufficient medication and that the medication is in date. The parent(s)/carer(s) must replace the supply of medication at the request of the school.

- **The Governing Body**

The Governing Body has general responsibility for this policy and ensures that it follows the health and safety policies and procedures produced by the Local Authority.

- **The Headteacher**

The Headteacher is responsible for putting the policy into practice, for developing detailed procedures and taking day to day decisions as set out in the policy.

The Headteacher is responsible for ensuring that staff receive support and training where necessary.

The Headteacher must make sure that all parents and staff are aware of the policy and procedures.

The Headteacher will reach agreement with parent(s)/carer(s) exactly what support can be provided, seeking advice from the school nurse or doctor, the child's GP or other medical advisors where parents'/carers' expectation seems unreasonable.

- **Teaching and non-teaching staff**

Any member of staff who agrees to accept responsibility for administering medication should have appropriate training and guidance.

These members of staff must only administer medication in line with this policy. Staff are required to arrange for the safe storage of emergency medication which is regularly self administered by pupils in their care.

## Practice

Medicines will only be allowed in school where it would be detrimental to the child's health if not administered during the school day. Non-prescribed medicines will only be accepted in exceptional circumstances and will then be treated in the same way as prescribed medication. **Cough and cold remedies will not be accepted.**

If the school agrees to administer medication the following steps must be taken in all cases:

- Consent Form and, where necessary, Care Plan completed
- Medicines must be supplied in the original container as dispensed by a pharmacist and include the prescriber's instructions. Written details must be checked and include:
  - Name of child
  - Name of medicine
  - Dose
  - Method of administration
  - Any side effects
  - Expiry date
- Non-emergency medication will be stored in a locked cupboard unless refrigeration is required.
- A record must be kept detailing medicines given to pupils and the staff involved (Appendix C).
- Medication will be returned to the parent(s)/carer(s) whenever:
  - The course of treatment is complete
  - Labels become detached or unreadable
  - Instructions are changed
  - The expiry date has been reached
  - The school term ends

If a child leaves the school medication must be taken to a pharmacy for disposal. Emergency medicines will be stored in the pupil's classroom and be readily accessible and not locked away.

## **Sun Lotion**

Parents may supply their child with a new, clearly named bottle of sun lotion with a minimum protection of factor 15. School staff will supervise the application but will not apply to the child. Parents must ensure children know how to apply it and make it clear that the child must not apply their lotion to anyone else. If the child is unable to self apply the parent should consider the use of products that provide long term protection and apply to their child before school.

## **Emergency Procedures**

All situations have to be judged on an individual basis with all staff aware of their roles and responsibilities. Named First Aiders are always present during the school day and would be called on in the first instance. Children understand that in the event of an emergency they must tell a member of staff. In emergency situations medication that has not been authorised according to this policy or has been provided for someone else should not be given unless medical advice has been sought and parental permission obtained, unless the person's life would be in danger without such administration (eg unknown anaphylaxis, severe asthma attack).

All staff know how to call the emergency services and should a child need to be taken to hospital, unless the parent/carer is present, a member of staff will accompany them and remain until a parent/carer arrives. The member of staff must take with them the child's information sheet from the office.

As a general rule staff should never take children to hospital in their own car. However, informed decisions will be taken in each individual emergency situation and parental permission will always be sought where possible.

Individual health care plans include instructions as to how to manage a child in an emergency and identify who has the responsibility in an emergency.

## **Off-Site Educational Visits**

Medication should be carried by the pupil on school trips and sporting events if the normal practice is that they self administer the medication. All staff members involved in the activities must be aware of the medication needs for individual children. If a child requires medication to be administered by a member of staff during the trip this must be agreed in advance and a Consent Form completed. The implications for which members of staff would then need to accompany the pupil will need to be considered. Further guidance is available 'Guidance for Off-Site Educational Visits' produced by Durham Council.

## **Review**

This policy will be reviewed annually.



### Parent / School Agreement for School to Administer Medicine

In line with the Ox Close Primary School Policy for the Administration of Medicines, this form may only be completed after the Headteacher has agreed to administer medication. Medication will be administered by Mrs. Shepherd, Mrs. Franklin and Mrs. Dixon.

**Pupil Details:**

Name of Child:	Date of Birth:
Class:	Year Group:
Medical Condition / Illness:	

**Medicine:**

Name / Type of Medicine:	
Date dispensed:	Expiry date:
Agreed date to administer medication from and to:	
Dosage and method:	
Time to be administered:	
Any special precautions:	
Any known side effects:	
Self administration: Yes / No * delete as appropriate	
Procedures to take in an emergency:	

**Contact Details:**

Name:	Telephone Number:
Relationship to child:	
Address:	

- I understand that I must deliver and collect the medicine personally to and from school each day.
- I accept that this is a service that the school is not obliged to undertake.
- I understand that I must notify the school of any changes in writing.

**Signed:**

Adult (with Parental Responsibility) completing form: \_\_\_\_\_

Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_



## Health Care Plan

In line with the Ox Close Primary School Policy for the Administration of Medicines, this form may only be completed after the Headteacher has agreed to administer medication to be taken on a regular basis or short term but with a complex regime. Medication will be administered by Mrs Shepherd, Mrs Franklin and Mrs Dixon.

### Pupil Details:

Name of child:	Date of birth:
Class:	Year group:
Medical diagnosis or condition:	
Date:	Review date:

### Medicine:

Name / Type of Medicine:	
Date dispensed:	Expiry date:
Agreed date to administer medication from and to:	
Dosage and method:	
Time to be administered:	
Any special precautions:	
Any known side effects:	
Self administration: Yes / No * delete as appropriate	
Procedures to take in an emergency:	

### Family Contact Information

#### First Contact

Name:
Home Telephone Number:
Work Telephone Number:
Mobile Telephone Number:

#### Second Contact

Name:
Home Telephone Number:
Work Telephone Number:
Mobile Telephone Number:

### Clinic / Hospital

Name:
Telephone Number:

### GP

Name:
Telephone Number:

Description of medical needs and child's symptoms:
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Daily care requirements (e.g. before sport / at lunchtime):
Description of what constitutes an emergency for the child and the action to take if this occurs:
Follow up care:

I understand that I must notify the school of any changes in writing.

**Signed:**

Adult (with Parental Responsibility) completing form: \_\_\_\_\_

Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

