



St. David's School

Administration of Medicines Policy

Policy statement

Regular school attendance is vital for every child and St David's School does all that it can to maintain high attendance figures. Nevertheless, from time to time every child will become ill and may require some time out of school to recover. Parents have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school. Parents should also provide all necessary information about their child's medical needs to the school.

The Board of Governors and staff of St David's school wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head Teacher 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.

In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete. There are, however, a few exceptions:

- When a child has almost fully recovered and simply needs to complete a course of medication (e.g. antibiotics) for a day or so.
- Where a child suffers from asthma (or any other occasional ailment) and may need to use an inhaler.

Legal Aspects

School staff have no legal obligation to administer medicines to pupils nor supervise them while they take medicine, unless contracted to do so. Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and /or training specific to the child's medical needs.

Staff should be particularly cautious agreeing to administer medicines where:

- the timing is crucial to the health of the child;
- where there are potentially serious consequences if medication or treatment is missed
- or where a degree of technical or medical knowledge is needed.

Under no circumstances must any medication be administered without signed

parental approval.

Obtaining written permission from the child's parent/guardian allowing the school to administer the medication does not relieve the school of possible negligence in the unfortunate event of a child's death or injury.

Prescribed Medication

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

Each item of medication must be delivered to the school office or Authorised Person, 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.

For each pupil with long-term or complex medication needs, the Head Teacher, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

Safety checklist

- Is any specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?
- Has the parent completed the Medication Consent Form? Has a copy been filed?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for the G.P. and parent or guardian clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Will medication be stored in a same place and at a suitable temperature?
- Staff must be aware of the policy on infectious diseases

Non- Prescription Medicines

Staff should never give a non-prescribed medicine to a child unless there is a specific prior written permission from the parents.

A child under 16 should never be given aspirin or medicines containing Ibuprofen unless prescribed by the doctor.

Specific Conditions/Treatments

The most common conditions that cause concern in schools are asthma, diabetes, epilepsy and severe allergic reaction (anaphylaxis)

In these cases it is important that ;

1. Parents make the school aware of their child's condition
2. The school is advised of the child's typical symptoms and what action the parents expect the school to take
3. Actions and /or emergency treatments where necessary are agreed with parents, recorded and made known to relevant staff.
4. Medicines and/or emergency treatment are supplied by the parents with a dosage supplied by the child's GP
5. The medicines required are kept in a place known to staff
6. Intrusive emergency treatment eg; injections must be carried out by staff who have been trained by a qualified nurse or doctor. At least two willing members of staff should be trained.
7. A record of the date, action taken and the parents advised.

Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and parents informed of the refusal immediately. If a refusal to take medication results in an emergency, the school's emergency procedure should be followed.

Instruction and Training

Specific instructions and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken.

Such safeguards are necessary both for the staff involved and to ensure the well being of the child. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions.

Record Keeping

The following information must be completed by the parent:

- Name and date of birth of the child
- Name of parents/guardian, contact address and telephone number
- Name, address and telephone number of GP
- Name of medicines

- Details of prescribed dosage
- Method of administration
- Any side effects
- Date and time of last dosage given
- Consent given by the parents/guardian for staff to administer these medicines.
- Expiry dates of the medicines
- Storage details

The Parent Consent form, providing all the information above, will be copied and retained in a central file as a record for future reference.

Safe storage and disposal of medicines

Medicine should be administered from the original container or by a monitored dosage system such as a blister pack. The designated member of staff should not sign the medicine record book unless they have personally administered the medicines.

When medicines are used staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP/Pharmacist or from parents.

All medicines should be stored in the original container, be properly labelled, and kept in a secure place, out of reach of children. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separated from any foodstuff.

Medicines should only be kept while the child is in attendance.

Any unused or outdated medication will be returned to the parent for safe disposal.

Accidental failure of the agreed procedures

Should a member of staff fail to administer any medication as required they will inform the parent as soon as possible. However, the position should not normally arise as any child requiring vital medication or treatment would not normally be in school.

Children with infectious diseases

Children with infectious diseases will not be allowed in school until deemed safe by their GP and /or the School Nurse and /or local health authorities.

Educational Visits

St David's school will consider what reasonable adjustments might be made to enable children with medical needs to participate fully and safely on visits. A risk assessment for such children will be made.

Sometimes additional safety measures may need to be taken for outside visits. It might be that an additional adult might be required to accompany a particular child. Arrangements for taking any necessary medicines will be taken and staff will be aware of any medical needs and relevant emergency procedures prior to leaving the school premises. A copy of any health care plans should be taken on visits in the

event of the information being needed in an emergency.

Sporting Activities

Most children with medical conditions can participate in physical activities and extra-curricular sport. Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Policy written by T Hartfield Sept 2011
Policy to be reviewed: Oct 2012

St David's School

Permission Form for Administering Medicine

Important: School staff are not required to undertake this duty

Please use block print throughout

Child's name:

D.O.B.

Date:

Year/class

Parent emergency contact:

Doctor/ Surgery :

Surgery Tel:

Medication:

Dosage:

Frequency:

Storage requirements:

Use before date:

Any special guidance:

Consequences if medication or treatment missed / action required:

PARENT / GUARDIAN CONSENT. Please read and sign.

This task is being undertaken voluntarily and in a spirit of general care and concern.

We will make every effort to administer this medication on time and as required. The member of staff responsible can make no absolute guarantees, and may decline to accept responsibility once they have read these instructions. If so you will be informed immediately.

I hereby give permission for.....to administer medicine to my child

Signature:

Date:

STAFF MEMBER. DO YOU UNDERSTAND EXACTLY WHAT IS REQUIRED YES/NO

Signature:

Date: