



GOONHAVERN PRIMARY SCHOOL ADMINISTERING MEDICINES POLICY

To be read in conjunction with 'MANAGING MEDICINES IN SCHOOLS AND EARLY YEARS SETTINGS' Department for Education and Skills / Department of Health

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Rationale:

While it is not our policy to care for sick children, who should be at home until they are well enough to return to school, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in school.

If a child has not had a medication before it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in Managing Medicines in Schools and Early Years Settings; the Head teacher is responsible for ensuring all staff understand and follow these procedures.

The class teacher, in partnership with the class TA's, are responsible for the correct administration of medication to children. This includes ensuring that the medication book has been completed, that medicines are stored correctly and that records are kept according to procedures.

Procedures

General

- Children taking prescribed medication must be well enough to attend school.
- Only prescribed medication is administered by a class teacher. It must be in-date and prescribed for the current condition.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign the medication form. No medication may be given without the form being fully completed.
- It is the responsibility of the child's class teacher and/or TA to receive the medicine and ensure the medication form has been completed.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record to acknowledge the administration of a medicine.

Storage of medicines

- All medication is stored in accordance with product instructions. Medicines are placed in a secure cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The child's parents are responsible for ensuring medicine is handed back at the end of the day.
- For some conditions, medication may be kept in the classroom. Teachers check that any medication held is in date and return any out-of-date medication back to the parent or, if more appropriate, a pharmacy.

- Emergency medicine such as asthma inhalers or Epi-pens will be stored in a personal medical bag in a place that is easily accessible and known to all staff. Children may be required to carry their medicine with them at some times during the school day. This will be decided in discussion between the school, parents and, if applicable, the child's doctor. Secondary Epi-pens will be stored in the medicine cupboard.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- If rectal medication is given another member of staff must be present.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their Teacher/TA what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Non-prescription medicine

- Non-prescription medicines will not normally be administered.
- There are circumstances under which staff may administer non-prescribed medicines, for example, if a child suffers regularly from frequent or acute pain and the parents have referred the matter to the child's GP. In this instance staff should check that the medicine has been administered without adverse effect to the child in the past and that parents have certified this is the case. A note to this effect should be recorded in the written parental agreement for the school to administer medicine. A short written agreement with parents may be all that is necessary. Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.
- Where a non-prescribed medicine is administered to a child it should be recorded on a form and the parents informed.
- **A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.**

Children who have long term medical conditions and who may require on ongoing medication

Many children will need to take medicines during the day at some time during their time in school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However, such medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the day.

Children who have long term medical conditions and who may require on ongoing medication

School needs to know about any particular needs before a child is admitted, or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. It is often helpful to develop a written health care plan for such children, involving the parents and relevant health professionals. This can include:

- details of a child's condition
- special requirement e.g. dietary needs, pre-activity precautions
- and any side effects of the medicines
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role the staff can play

- A copy of this information is stored on the shared area. The health care plan is reviewed annually or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc. Any changes to the health care plan are discussed with parents.
- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the SENCO alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should understand the routines and activities and point out anything which they think may be a risk factor for their child. If appropriate they may also be shown around the school.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. Staff training needs forms part of the risk assessment.
- The risk assessment includes vigorous activities and any other school activities that may give cause for concern regarding an individual child's health needs.
- A separate risk assessment is written if taking medicines on outings outside of the school grounds and the child's GP's advice is sought if necessary where there are concerns.
- A list of children needing Epi-pens are displayed in the Staff Room.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the class teacher for the child with a risk assessment, or the class TA who should be fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is a copy of the medication book entry, with the details as given above.
- On returning to school the class teacher signs the medication record book.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication.
- Inside the box is a copy of the medication book entry signed by the parent.
- As a precaution, children should not eat when travelling in vehicles.
- This procedure is to be read alongside the outings procedure.

Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all medicines, they should be taken to a local pharmacy

Confidentiality

The Headteacher and staff should always treat medical information confidentially. The Headteacher should agree with the child where appropriate, or otherwise the parent, who else should have access to records and other information about a child. If information is withheld from staff they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith for safe disposal.

September 2018

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FORM 2

Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Child's name		Class
Date of Birth		Date
Child's Address		
Medical Condition/illness		

Medicine

Name/Strength/Type of Medicine (as described on the container): Number of tablets/quantity to be given to school/setting		
Date dispensed:		Expiry date:
To be administered by <i>[name of member of staff]</i> :		
Dosage and method:		When to be given:
Any other instructions		
Special Precautions: Are there any side effects that the school needs to know about?		
Date		Review date:
Procedures to take in an Emergency:		

Family contact 1		Family contact 2	
Name		Name	
Phone No. (work)		Phone No. (work)	
Phone No. (home)		Phone No. (home)	
Phone No. (mobile)		Phone No. (mobile)	
Clinic/Hospital contact GP			
Name			
Phone No.			

I understand that I must deliver the medicine personally to [agreed member of staff] and 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.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature:

Print Name:

Date:

Signature(s):

Relationship to child:

If more than one medicine is to be given a separate form should be completed for each one.