



HARMONDSWORTH PRIMARY SCHOOL

LONDON BOROUGH OF HILLINGDON

Managing medicines in school

Aim

A policy which is understood and accepted by all staff, parents and children.

A clear policy that sets out the steps the school will take to ensure full access to learning and school life for all its pupils with medical needs that require medication and support, and that for such children attendance is as regular as possible.

The policy is to include:

- Procedures for managing prescription medicines which need to be taken in school time
- Procedures for managing prescription medicines on outings and trips
- Roles and responsibilities of staff administering medicines
- A clear statement of parental responsibilities in respect of medicines
- Written permissions from parents for medicines
- Assisting children with long term medical needs
- Staff training
- Record keeping
- Safe storage of medicines
- The school's emergency procedures
- Risk assessment and management procedures

Parents should, wherever possible, administer or supervise the self-administration of medication to their children (e.g. before and after school, or by visiting the establishment).

The school would not expect to undertake the administration of medicines where intimate contact is necessary.

Legal Obligation to Administer Medicines

There is no legal obligation that requires school staff to administer or supervise self administration of medicines.

Teacher's conditions of employment do not include giving or supervising a pupil taking medicines. Agreement to do so must be voluntary. Where the school agrees to administer medicines or carry out medical procedures, staff will receive appropriate training and support from health professionals. They will be fully aware of the correct procedure to follow in administering medicines, and the procedure in the event of a child not reacting in the expected way.

Prescribed Medicines

All medicines should be provided in the original container as dispensed by a pharmacist and include the name of the child and the prescribers instructions for dosage and administration. We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions

It is helpful, when clinically appropriate, if medicines are prescribed in dose frequencies that enable it to be taken outside of school hours. We encourage parents to discuss this with the prescriber. It is noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

If medication does need to be administered during school hours, the parent/Carer will be asked to complete a medication consent form 3a, giving all relevant details. In doing so, the parent/carer consents to the school administering medication to their child for the duration of the course of medication.

For pupils requiring regular doses of medicine on a long term basis, the parents/carers will be invited to discuss the implications of the illness with the Head and Class Teachers, and a Healthcare Plan may be drawn up.

Reference should be made to the DCSF document *Managing Medicines in Schools and Early Years Settings 2005*.

Non-Prescription Drugs

Staff should **never** give non-prescribed drugs to a child.

Short Term Medical Needs

In order to reduce the time a child is away from school the school will administer medicines, for example the end of a course of antibiotics or apply a lotion, but only for a short course of up to 5 days, and only when previous avoidance strategies have been examined.

Long Term Medical Needs

The school will be fully informed of the child's needs before admittance. It is essential to have sufficient information in order for the child's medical needs to be adequately supported.

Administering Medicines

No child under 16 should be given medicines without written parental consent.

Members of staff giving medicines should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the packaging label

Members of staff giving medicines will not usually be teaching members of staff (unless they are willing to do so) but support staff who are:

- Willing to perform such tasks
- Trained where necessary for the task

If in doubt then do not administer medicines without checking with the school office staff who will then contact parents or the medical practitioner before taking further action.

A record must be kept in a written form each time medicines are given.

Medication must be delivered/collected via the school office by the parents/carers; medicines should not be brought into school nor be delivered via the pupils themselves.

Self Management

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage so access will only be through the medical room.

Record Keeping

Parents should inform the school of the medicines their child needs.

School will check that the medicine is in its original container and that the dispenser's instructions are clear.

A written record of medicines administered will be kept and parents/carers informed of the entry.

Offsite Visits

All staff supervising visits should be aware of any medical needs, medication to be administered and the relevant emergency procedures. Where necessary an individual risk assessment will be drawn up. It should be ensured that a member of staff who is trained to administer any specific medication accompanies the pupil and that the appropriate medication is taken on the visit. Complex medical needs for a specific pupil may necessitate a health plan for the visit. If any member of staff is concerned they should seek advice from the school office.

Pupils who require emergency medication will not participate in school trips if they do not have their medication in school with them. Parents/Carers need to inform the school in writing if the pupil no longer requires their emergency medication.

Sporting Activities

Given the distance between the school field and the school it would be advisable to prepare a risk assessment of medical needs of individual children, including those who may suffer from an asthma attack. Asthma relievers not self managed should be taken to the field in a box or container and be supervised by a support member of staff.

The Governing Body

The governing body will be made aware of this policy and its role in being generally responsible for all school policies.

The Head Teacher

The Head Teacher will ensure that all staff receive appropriate support and training and are aware of this policy. Likewise the Head Teacher will inform the parents of the policy and its implications for them.

In all complex cases the Head Teacher will liaise with the parents and where parent expectation is deemed unreasonable then the Head will seek the advice of the school nurse or some such medical advisor.

Teachers and Other Staff

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts. Staff members will only administer medicine if they are happy to do so and have received appropriate training if necessary. Although a child's teacher may be happy to administer medicine by arrangement - **Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines.**

Storing Medicines

Medicines should be stored away from children, be in their original containers and refrigerated where necessary. Medicines will be stored in the cabinet in the welfare room or in a chilling cabinet in the staff room should the medicine require refrigeration. **This should**

be an exceptional duty and only be used when medical advice dictates that no other course of action is possible.

Emergency medicines such as asthma inhalers and adrenaline pens are stored in sealed containers in the vicinity of the relevant pupils. It is the responsibility of the parents/carers to ensure the medication is in school and has not reached the expiry date.

Sun Creams

Sun cream may come into school as long as it is clearly labelled with the pupil's name and the pupils can apply the cream themselves. Pupils must not share sun cream. The school encourages parents/carers to apply twelve hour sun cream before school.

Refusing Medication

If a child refuses to take medication staff will not force them to do so. The refusal will be recorded and the parents/carers informed. If necessary the school will call the emergency services.

KEY POINTS

- **THE SCHOOL WILL NOT ADMINISTER MEDICINES TO CHILDREN UNLESS THE ABOVE POLICY APPLIES**
- **NO TEACHING STAFF WILL BE EXPECTED TO ADMINISTER MEDICINES OR SUPERVISE CHILDREN SELF ADMINISTERING MEDICINES**
- **ANY STAFF MEMBER ADMINISTERING MEDICINES WILL DO SO WILLINGLY AND WITH APPROPRIATE TRAINING**
- **ANY AND ALL MEDICINES WILL BE NOTIFIED TO THE SCHOOL OFFICE THROUGH THE COMPLETION OF RELEVANT FORMS AND KEPT UNDER ITS SUPERVISION; this includes asthma relievers and adrenaline pens. The Asthma/Allergy register shall be updated annually, as and when new children come into school or current pupils are diagnosed and we are informed by the parents/carers.**

This policy will be reviewed annually.

Spring 2018

Mrs Eleesa Dowding, Headteacher

Governing Body
Spring 2018

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

Name of Child: _____
Date of Birth: _____
Class: _____
Medical condition/illness: _____

Medicine

Name/Type of Medicine (as described on the container): _____
Date dispensed: _____
Expiry Date: _____
Dates to administer from & to: From _____ To _____
Time medication to be given: _____
Are there any side effects that the school needs to know about? _____
Self Administration: Yes/No (delete as appropriate) _____

Contact Details

Name: _____
Daytime Telephone No: _____
Relationship to Child: _____

I understand that I must deliver/collect the medication personally via the school office and accept that this is a service that the school is not obliged to undertake.

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

Date: _____
Signature(s): _____
Relationship to child: _____

Record of medicines administered in school to all children

Date	Child's Name	Time	Name of medicine	Dose given	Reactions	Staff Signature	Print Name	Parent Signature

