



Cowbit St Mary's Church of England Primary School

Administration of Medicines in School Policy

Review

This policy is reviewed annually

Approved by Governors 18.05.21

Our Vision

We are a small, inclusive Church of England Primary School that welcomes everyone and encourages all voices to be heard. Through challenge and support, we strive towards each person becoming the best person God intended them to be, happily flourishing as human beings. We empower our whole school community to be hopeful about the future and to be drivers of positive change.

Administration of Medicines Policy

Rationale

Although regular school attendance is expected, if a child is ill they should remain at home until well enough to cope with the demands of the learning environment. Some children however who have a long term illness/physical condition may require medication to be administered in school.

The Governors and staff of Cowbit St Mary's CofE School wish to ensure that pupils with medical needs receive the care and support in school that they need, subject to the guidelines outlined in this policy.

Aim:

- To provide an appropriate, safe policy in relation to the administration of medicine in school following national and local educational guidelines.
- In a partnership approach, to identify clearly the responsibilities of the school and parents/carers in respect of a child's medical need and the roles and responsibilities of staff who volunteer to administer medication in school.
- To ensure that members of staff know that there is no legal responsibility for non-medical staff to administer medication or to supervise medical procedures.
- To ensure that all staff know they must be adequately trained before undertaking this role.

Responsibility

It is the decision of the Headteacher as to whether school staff should be asked to administer medication during the child's formal education.

School staff are not trained or qualified to administer medicines and **the overall management of medical treatment for children is the responsibility of the parent/carer** and it is also their responsibility to provide the school with up to date information regarding their child's medical needs and to keep the school informed of any change.

Where agreement is reached that trained members of staff should administer medication, a consent form (see Appendix A) must be completed and signed by **both** the parent and the Headteacher.

A child will require a Care Plan if they have complex medical needs/more than one prescribed medication/medical procedure. A Care Plan must be formulated in collaboration with parents and any relevant professional body i.e. Hospital and Community School Nurse/Paediatric Teams. An up to date Care Plan should be in place for a child with complex medical needs as outlined above **before** they are admitted to school and school staff are requested to administer medication.

It is the parents/carers responsibility to ensure there is sufficient, in date medication in school. Medication must always be provided in its original

container with the pharmacist's original label and clearly stating directions for use (see Appendix A).

Members of staff who administer medication in accordance with the school's policies and procedures are covered for insurance under the school's policy with the Local Authority.

Confidentiality

Information regarding a child's medical needs is kept in the school office. While it is essential for staff to be fully acquainted with individual medical needs, this information must only be shared with relevant members of staff.

Short-term antibiotic medication

Where possible, GPs will prescribe antibiotic medication in such a way that it can be given outside school hours. If antibiotic medication has been prescribed **4 times** a day, and the child is well enough to benefit from lessons, parent/carers can request the school administer medication at a specified time by prior agreement by the Headteacher.

Over the counter medication

Over the counter medicines are regarded as non-essential and **will not** be administered in school in line with Local Authority guidelines. This also applies to homeopathic medicines.

Infectious diseases

Children who have an infectious childhood illness may return to school after the period in which they may pass the infection to other children and staff has elapsed.

Storage of medicines

All medication must be stored securely, in a cool place; any requiring refrigeration must be isolated from other items i.e. food.

All emergency medication must be easily accessible as identified in the Care Plan and the whereabouts known to the child and all staff.

Disposal and return of medication

Medication is only kept in school whilst the child is in attendance. **It is the parents/carers responsibility to replace medication which has been used or has expired.** Class teachers are responsible for sending home all medication at the end of each academic year. Parents are responsible for bringing in medication at the start of the next academic year.

School Trips/Off Site Activities

Each member of staff leading a group of children on an off-site activity, will carry a first aid kit equipped with basic medical equipment, reporting forms and a list of any children who have a medical condition and /or Care Plan. A child on an off-site activity who has been prescribed emergency medication **must have a named trained person on the activity who will ensure that such medication accompanies the child at all times and is returned to the designated storage are in the school.** Class teachers/group leaders will each take a mobile phone when off-site.

Record Keeping

If a medicine is administered by staff, there **must always be a witness present**, the date and time must be recorded. See Appendix B. Any reason why a medication is not given must also be recorded. Staff must not force a child to accept medication but must record any refusal to do so and inform the parents as soon as possible. When a child requires an individual Care Plan this is in collaboration with parents, staff and the relevant health professional i.e. School Nurse, Consultant, GP, and Specialist Nurse.

Emergency Situations

The list of qualified First Aiders is displayed in the medical room. Staff must never take any child to hospital in a car, it is safer to call an ambulance. Health professionals are responsible for any decisions on medical treatment in the absence of a parent/carer. In the absence of a parent/carer and at the discretion of the Headteacher, two members of staff if available, may accompany the child to hospital and stay until the parent/carer arrives. Any medical information including contact details should be taken with the child or given to emergency staff.

Emergency Medication

Specific guidelines are in place for emergency medication within a child's individual Care Plan. A copy of this Care Plan is kept in a folder which all staff know the location of, parents also have a copy.

Additional Information

Anaphylaxis

All staff will be informed regarding any child who has a food allergy or anaphylaxis. This information must be kept up to date at all times.

Asthma

The school is aware that some children, particularly younger ones (usually defined as EYFS and some KS1), may need to use a spacer with their inhaler and be supervised in its use.

Diabetes

Staff will be offered support and training including that involved with blood glucose monitoring and administration or supervised self-administration of insulin if required.

Epilepsy

Emergency medication can be prescribed for the treatment of convulsions in which case a Care Plan will be in place.

Appendices

A – Individual healthcare plan

B - Record of Administration of Medication

C - Record of medicine administered to an individual child

D - Record of medicine administered to all children

E - Contacting emergency services

References

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/196479/Managing_Medicines.pdf

<http://www.healthedtrust.com/pages/medicine.htm>

Appendix A: Individual Healthcare Plan

Name of school

Child's name

Date of birth

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Contact telephone numbers

Relationship to child

Clinic/Hospital Contact

Name

Telephone number

G.P.

Name

Telephone number

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix B: Parental agreement for school to administer medicine
Cowbit St Mary's CofE School **will NOT give your child medicine unless you complete and sign this form.**

Date for review to be initialled by

Name of school/setting

Name of child

Date of birth

Medical condition or illness

Medicine

Name/type of medicine (*as described on the container*)

Expiry date

Dosage and method

Timing

Special precautions / other instructions

Are there any side affects that the school needs to know about?

Self-administration – Yes / No

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact details

Name

Telephone number

Relationship to child

I understand that I must deliver the medicine personally to

(agreed member of staff)

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the 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.

Signed

Date

Appendix C: Record of medicine administered to an individual child

Name of school

--

Name of child

--

Date medicine provided by parent

--

Quantity received

--

Name and strength of medicine

--

Dose and frequency of medicine

--

Expiry date

--

Quantity returned

--

Staff signature

Signature of parent

Date

--	--	--

Time given

--	--	--

Dose given

--	--	--

Name of member of staff

--	--	--

Staff initials

--	--	--

C: Record of medicine administered to an individual child (continued)

Date

--	--	--

Time given

--	--	--

Dose given

--	--	--

Name of member of staff

--	--	--

Staff initials

--	--	--

Date

--	--	--

Time given

--	--	--

Dose given

--	--	--

Name of member of staff

--	--	--

Staff initials

--	--	--

Date

--	--	--

Time given

--	--	--

Dose given

--	--	--

Name of member of staff

--	--	--

Staff initials

--	--	--

Appendix E: Staff training record – administration of medicines

Name of school

Name

Type of training received

Date of training received

Training provided by

Profession and title

I confirm that (name of member of staff) has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated (name of member of staff).

Trainer's signature

Date ___/___/___

I confirm that I have received the training detailed above.

Staff signature

Date ___/___/___

Suggested review date