

POLICY FOR THE ADMINISTRATION AND MANAGEMENT OF PRESCRIBED MEDICATION

INTRODUCTION

This Policy sets out the guidelines laid down by the Governing Body and the Headteacher for the safe management and administration of prescribed medication in school.

Where prescribed medication needs to be administered, either routinely or in an emergency, procedures need to be in place to ensure it is carried out correctly and safely.

It is recognised that a pupil may be medically fit to attend school but, at some point during their education, it may be necessary for them to take medication during the school day. The school may be prepared to take responsibility for these occasions in accordance with the Guidelines laid down in this policy.

The policy is also designed to give reassurance to staff that may be requested to take on the responsibility for these duties.

The Local Authority states that, whenever possible, pupils with medical needs should not be excluded from education or activities because of their condition. The Governing Body supports this policy.

RESPONSIBILITIES

Although the administration of prescribed medicines is a parental responsibility, there may be occasions when school staff may be requested to perform this task after all other options have been explored. Wherever possible, we would ask parents to request medication to be prescribed outside of the school day.

In deciding whether to agree or to refuse to administer a prescribed medicine, the Headteacher will take into account all of the circumstances of the case of the individual child, any professional medical advice available, the provisions of this policy and the resources available to the School. All decisions will be taken after full consultation with parents and staff.

If it is agreed that the medication will be administered, the pupil must take the responsibility to present themselves at the agreed place, at the correct time, for the medication to be given. School cannot be held responsible for missed doses if the pupil has not done so.

The administration of prescribed medication in school is voluntary and staff may be asked to perform this task, but may not be directed to do so unless specifically stated in the contract of employment.

Training will be provided relating to the administration of medicine and management of relevant medical conditions in order that relevant staff have the ability to cope in an emergency situation.

Any necessary equipment or protective clothing will be provided.

It is the responsibility of parents/carers to co-operate fully with the school to ensure the safety and wellbeing of their child.

GUIDELINES

1. On admission to school

- 1.1 Parents/guardians will be asked to complete an admissions form giving full details of any medical conditions, allergies, regular medication, emergency contact numbers, name of family doctor, details of hospital consultants, special dietary requirements and any other relevant information.
- 1.2 If a pupil who requires special medical needs is admitted to the school the pupil's individual needs will be assessed and discussed in partnership with the parents, school nurse and medical advisers.
- 1.3 Where appropriate an individual Care Plan will be developed in partnership with the parents, First Aid and Welfare Officer and/or medical adviser.
- 1.4 Any resulting training needs will be met, including how the medication is to be administered and the risks and legal liabilities involved.

2. Administration & Storage of Medication in School

- 2.1 Should a pupil need to receive medication during the school day, parents/carers should come into school and personally hand over the appropriate course of medication to a designated member of staff.
- 2.2 Medication will not be accepted unless it is supplied in accordance with the following provisions.

- 2.3 All medication should be in the container as prescribed by the Doctor and dispensed by the pharmacist. The pupil's name and the instructions for administration should be printed clearly on the label and well within the expiry date. Where a child needs two or more prescribed medicines, each should be kept in a separate container.

Any medication that contains Ibuprofen/Aspirin unless prescribed by a Health Care Professional will not be permitted in school.

Paracetamol purchased from a pharmacist will only be accepted in school under certain circumstances at the discretion of The First Aid/Welfare Administrator.

Paracetamol/Prescribed Ibuprofen/Aspirin will be held in school short term only; parents/carers will be contacted to arrange collection of the medication.

It is the responsibility of parents/carers to inform school if medication has been taken prior to school. If parents/careers do not provide the required information and are not contactable then paracetamol/Ibuprofen will not be given to student.

- 2.4 For each separate medication, the School Record of Medication and Authority form is to be completed by the parent/carer. This will be kept with the appropriate medication.
- 2.5 The administration of each dose of medication will be recorded and signed for by a member of staff on the 'Record of Medication' form.
- 2.6 School must be notified in writing of any changes in medication required long term. This would include a change in dosage, or if the medication needs to be discontinued.
- 2.7 Any changes to administration instructions will require completion of a new consent form.
- 2.8 Should the supply need to be replenished, this is the responsibility of the parent/carer, who should ensure the medication reaches school safely, preferably bringing it in personally.
- 2.9 Should a pupil be required to administer their own medication i.e. inhalers for asthma, the School Nurse may be asked to check technique and the pupil's ability to accept this role prior to the School accepting responsibility.
- 2.10 A pupil who self-administers would still be required to have a School Medicine Record/Authorisation Form completed and signed by their parent/carer.
- 2.11 If a pupil leaves the school premises for any visits or activities, it will be the joint responsibility of the pupil, parents and staff to ensure all required medication goes with them and is appropriately returned.

3. Storage and Disposal of Medication

Medication, with the exception of Emergency Medication, will be kept in a locked cupboard. This will be in the First Aid Room, or alternatively it will be kept with a designated member of staff. Where medication needs to be refrigerated, it will be kept in a fridge in an airtight container clearly labelled and inaccessible to children. Regular checks will be made of all medication during each term and parents will be asked to collect any medication which is not complete, clearly labelled, or out of date. Parents will be asked to collect medicines held at the end of each term. If it is not collected it will be taken to a local pharmacy for disposal. Parents/carers will be responsible for replacing any medication still required by their child and for completing an up to date form at the beginning of each term. It is responsibility of parents/carers to ensure all medication kept in school is in date and replaced when necessary. No out of date medication can be administered to pupils.

4. Asthma Policy

- 4.1 Every pupil with Asthma should carry a blue reliever inhaler at all times during the school day and a spacer device if used at home.
- 4.2 A spare blue reliever inhaler can be held centrally in school. All inhaler devices should be clearly labelled with the pupil's name.
- 4.3 Pupils are encouraged to become self-managing but parents will be informed of any problems.
- 4.4 Permission will be gained for the School Nurse to check inhaler technique if there are any concerns about a pupils ability to self-administer.
- 4.5 If pupils leave the premises for any activity it will be the joint responsibility of the pupil, parents and staff to ensure a blue reliever inhaler go with them.
- 4.6 It is parents/careers responsibility to ensure spare inhalers kept in school are in date and replenished as and when necessary. No out of date medication can be administered to pupils.
- 4.7 Salbutamol inhalers are held in school for use in **emergencies** only. This will be for any pupil who has been diagnosed with asthma, or who has been prescribed an inhaler as reliever medication. The inhaler can be used if the pupils prescribed inhaler is not available (for example, because it is broken or empty).
- 4.8 An asthma register will be kept in school of all pupils with asthma. It is parents' responsibility to ensure school is advised if their child has been diagnosed with asthma or prescribed an inhaler as reliever medication.

APPENDIX 1

Insurance Cover - the School's insurance policies, which is provided by **Griffiths and Armour (Public Liability)** and **Zurich Municipal (Employers' Liability)** provide cover for the management and administration of all prescribed medicines and first aid by the school's employees (including, if considered appropriate the use of a defibrillator). The only exemptions to this cover are if clinical negligence can be proven – i.e. if a member of staff attempts to diagnose and prescribe medication