

LONG BUCKBY INFANT SCHOOL

Administering of Medicines Policy

Basic Principle

- There is no legal duty that requires school staff to administer medicines. Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration, dosage and current date.

Roles and Responsibilities

Parents/Carer

- Parents/Carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Parents/Carers should obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school doctor or nurse or a health visitor and specialist voluntary bodies may also be able to provide additional background information for staff.

The Governing Body

- The governing body has general responsibility for all of the school's policies even when it is not the employer. The governing body will take into account the views of the Headteacher, staff and parents/carers in developing a policy on assisting pupils with medical needs. As the Local Authority is the employer, the school's governing body should follow the health and safety policies and procedures produced by the Local Authority.

The Headteacher

- The Headteacher is responsible for putting the employer's policy into practice and for developing detailed procedures. Day to day decisions will normally fall to the Headteacher.

School Staff Giving Medicines

- Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Long Buckby Infant School will ensure that it has sufficient members of support staff who are employed and appropriately trained to manage medicines as part of their duties.
- Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child should have appropriate training and guidance. They should also be aware of possible side effects of the medicines and what to do if they occur. The type of training necessary will depend on the individual case.

Guidelines

- **Long Buckby Infant School will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.**
- It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

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- Any member of staff may administer a drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions.
- Staff should only give a non-prescribed medicine to a child where this has been agreed to by the parent/carer via the completion of an administering medicines in school form or verbal agreement has been sought from the parent/carer.
- **A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.**
- Many children will need to take medicines during the day at some time during their time in a 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.

Long Term Health Conditions

- It is important to have sufficient information about the medical condition of any child with long-term medical needs. If a child's medical needs are inadequately supported this may have a significant impact on a child's experiences and the way they function in or out of school. The impact may be direct in that the condition may affect cognitive or physical abilities, behaviour or emotional state. Some medicines may also affect learning, leading to poor concentration or difficulties in remembering. The impact could also be indirect; perhaps disrupting access to education through unwanted effects of treatments or through the psychological effects that serious or chronic illness or disability may have on a child and their family.
- The Special Educational Needs (SEN) Code of Practice 2013 advises that a medical diagnosis or a disability does not necessarily imply SEN. It is the child's educational needs rather than a medical diagnosis that **must** be considered.
- The 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. The school will write a health care plan for such children, in conjunction with the parents and relevant health professionals (Appendix A). This may include:
 - details of a child's condition
 - special requirement e.g. dietary needs, pre-activity precautions
 - 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 of the school staff

Administering Medicines

- Two members of staff will be present when administering medication. One will give the medication with the other checking the dosage and information listed below. Both members of staff will sign the paperwork.
- No child under 16 should be given medicines without parents/carers written consent. Any member of staff giving medicines to a child should check:

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- the child's name
 - prescribed dose
 - expiry date
 - written instructions provided by the prescriber on the label or container
- If in doubt about any procedure staff should not administer the medicines but check with the parents/carers or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent/carer as appropriate, or with a health professional attached to the school.
 - Parents/Carers will be required to complete an administering of medicines form (Appendix B)
 - Staff must complete and sign a record each time they give medicine, both prescribed and non-prescribed to a child (Appendix C).

Non-Prescription Medicines

- Staff should **never** give a non-prescribed medicine to a child unless there is specific prior verbal/written permission from the parents/carers. Verbal permission will be sought in an emergency from parent/carer. Any known pre-planned requirement must be in writing from the parent/carer.
- The school may administer non-prescribed medication under specific circumstances, with each request for administration being considered on an individual basis. The use of non-prescribed medicines will normally be limited to a maximum of 48 hours (except for seasonal conditions such as hay fever). Parents/carers should be advised to seek medical advice should symptoms persist.
- Where a parent requests a non-prescribed medicine to be administered to a child and provides the medication it should be recorded on a form (see Annex D). The medication container should have the child's name clearly written on it. A new form should be completed on a daily basis each time the parent brings the medication into school.
- Prior to agreeing to administer non-prescribed medication staff should check the medicine is in date and that it 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/setting to administer medicine.

Emergency Inhalers

- From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allows schools to buy salbutamol inhalers, without a prescription, for use in emergencies.
- The school has purchased 2 inhalers, so that one is available to take on school trips leaving the 2nd one in school at all times. The school has also purchased a supply of disposable spacers. The inhalers and spacers are held in the cupboard inside of the school office with all pupil inhalers.

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- The emergency salbutamol inhaler will only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.
- The emergency inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

Self-Management

- If children can take their medicines themselves, staff may only need to supervise.

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 inform the parents/carers. Parents/Carers should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

Storage of Medicines

- All medicines, other than preventer inhalers as discussed earlier in the policy, are be stored in the school office or in the staffroom fridge if necessary. Only adult members of staff may access the medicines.

Administering of Medicines on a School Trip or Outing

- The school will continue the administration of medication, in line with the current Administering of Medicines school procedures to a pupil whilst on trips away from the school premises.

Risk Assessment

- The school will carry out an appropriate risk assessment regarding medicines in school or on school outings.

Governors Role

As a governing body they recognise that school policies are only effective if they are robust, relevant, understood and adhered to by all stakeholders. The policies are written through consultation with all stakeholders and additionally with the guidance of external bodies where necessary.

Sub Committee Reviewed (date) <i>June 2019</i>	Signed (Headteacher) <i>Sarah Dugdale</i>
Full Governing Body Ratified (date) <i>July 2019</i>	Signed (Chair of Governors) <i>Cei Davies Linn</i>
Review Date: June 2020	

Appendix A

Contacting Emergency Services

Request for an Ambulance	
Dial 999, ask for ambulance and be ready with the following information	
1.	Your telephone number 01327 842637
2.	Give your location as follows: Long Buckby Infant School High Street, Long Buckby
3.	State that the postcode is NN6 7RE
4.	Give exact location in the school
5.	Give your name
6.	Give name of child and a brief description of child's symptoms
7.	Inform Ambulance Control of the best entrance and state that the crew will be met in the car park (gate will be opened) and taken into the school

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone

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Appendix B

Parental agreement for school to administer medicine.

Medicines must always be provided in the original container as dispensed by the pharmacist and include the prescribers instructions for administration, dosage and current date

Long Buckby Infant School will not give your child medicine unless you complete and sign this form in full.

Name of Child:	
Date of Birth:	
Group/Class/Form:	
Medical condition/illness:	

Medicine

Name/Type of Medicine (as described on the container):	
Date dispensed:	
Expiry date:	
Dosage	
Method of administration (if inhaler please fill in exactly the steps your child has to use to receive the medicine)	
Special Precautions:	
Are there any side effects that the school/setting needs to know about? If so what to do if they occur?	
Self Administration:	Yes/No (delete as appropriate)
Procedure to take in an emergency:	

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I understand that I must deliver and collect the medicine personally to the school 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.

Inhalers kept in school.

Please feel free at any time to ask to see your child's record of inhaler taken during the school day, for your own information.

Contact Details

Name:	
Emergency Contact No:	
Relationship to Child:	
Signature:	
Date:	

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Administering Medicines in School **All Non Prescribed Medicine.**

Appendix D:

Parental agreement for school to administer non-prescribed medicine.
Long Buckby Infant School will not give your child medicine unless you complete and sign this form in full.

Non prescribed medicine is to be collected at the end of each school day. This permission is valid for one day only.

Name of Child	
Date of Birth	
Class	
Medicine in school	
Dosage	
Time to administer	
Reason for medicine in school	
Special Precautions	
Are there any side effects that the school/setting need to know about? If yes what to do if they occur?	
Procedure to take in an emergency	

I understand that I must collect the medicine personally at the end of the school day and accept that this is a service that the school is not obliged to undertake. I confirm that my child has been given this medication by myself in the past and has had no adverse, other than those listed above.

Contact Details

Name:	
Emergency contact number	
Relationship to child	
Signature	
Date	