

Policy for the Administration of Medicines.

The Governors recognise that it is desirable for children with long term recurring health problems, such as asthma, allergies, epilepsy, diabetes and eczema, to be accommodated within school in order that they can continue their education. For this to be done, however, proper and clearly understood arrangements for administration of medicines must be made. Parents should be encouraged to provide maximum support and assistance in helping the school accommodate the pupil.

Children who are genuinely unwell should not attend school. The Headteacher is, however, responsible for deciding whether the school can assist a pupil who needs medication during the school day.

Bringing Medicines to School

Any medicine should be brought to the Medical Room, preferably by the parent, clearly labelled with the name of the pupil. Any medicines that go home must be collected by an adult, they cannot be sent with children.

The parent will sign a form giving staff permission to dispense with clear written instructions for administration - including any possible side effects. The parent will receive a receipt for the medicine, a copy of which is kept by the school.

. Note – Department of Health guidelines state that it is not safe practice for staff managing medicines to follow relabeled / re-written instructions or to receive and use repackaged medicines other than as originally dispensed. If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action.

Storage of Medicines

Medicines will be stored in the Medical Room, either locked in the brown cabinet or if necessary, kept in the refrigerator. Medication will be stored strictly in accordance with product instructions, taking particular account of the correct storage temperature.

Medicines should be stored in their original containers, clearly labelled with the name of the pupil, the name and dose of the drug, the frequency of administration, any likely side effects, and the expiry date. Parents are responsible for ensuring that this information is provided.

DfES/DH guidance gives the following advice in relation to storage of medication. The employer must ensure that health risks arising from medicines are properly controlled, in line with the Control of Substances Hazardous to Health Regulations 2002 (COSHH). The head teacher is responsible for ensuring the safe storage of medicines.

Inhalers

There is a list of Inhalers held in the Medical Room, including expiry dates, on the outside of the cupboard they are stored in. An individual care plan or other written consent from a parent will allow staff to administer as agreed.

Allergy Medicines

There is a photographic library of children with a history of allergic reactions in the Medical Room. Each sheet details the allergy, symptoms and treatment with a picture of the child. Parents are required to complete an information sheet and provide a care plan with medicines, and staff in the school are made aware of these children. Epipens and Piriton are listed on the outside of the storage cupboard, with expiry dates. Staff training on using Epipens is ongoing.

During hayfever season eyedrops may be stored in the refrigerator and administered during the school day.

Antibiotics

Antibiotics can only be administered if they are required four times daily.. As far as is practicable, the smallest possible dose of medicine should be brought into school. Doses of liquid medicines should not, however, be transferred from the original bottle. Medication will be stored strictly in accordance with product instructions, taking particular account of the correct storage temperature.

Non prescription medicines.

Only prescribed medicines should be brought into school. Non prescription remedies including Calpol, Paracetamol, cough or throat lozenges or any herbal remedies, should not be in school.

Travel Sickness Medicine

Travel sickness tablets should be administered by a parent before a trip, with an explanatory note from a parent or carer.

Sun Screen

Sun screen should be applied before school.

Recording Administration of Medicine.

The Welfare Assistant or First Aider will record the date, time, dosage and type of medicine given in the daily record book in the Medical Room. If an Epipen is used it should be retained and given to the attending paramedics.

Staff and Personal Medication.

Members of staff may need to bring their own medication into school. This should be safely locked away. It does not need to be stored with pupils' medicines, but must not be kept in an area to which children have access. If possible all medicine should be locked away.

Additional Guidance

There is no legal or contractual duty on school staff to administer medicine or to supervise a pupil taking it. This is a purely voluntary role and is recognised as such by the DfES. While teachers have a general legal duty of care to their pupils, this does not extend to a requirement to routinely administer medicines.

Staff who do volunteer to administer medicines should not agree to do so without first receiving appropriate information and training. The Governors will fully support any members of staff who do not wish to administer medicines or who feel that they are being unfairly pressurised to do so.

The local NHS Trust or Health Authority is in a position to advise schools on the source of the support required. In many areas this support will be provided through the School Health Service. Staff should be particularly wary of giving medicine where the timing of its administration is crucial to the health of the child; or where some technical or medical knowledge is required; or where intimate contact with the pupil is necessary .

Any member of staff who is prepared to administer medicines should only do so under strictly controlled guidelines, fully confident that the administration will be safe. Every reasonable precaution must be taken. Clear instructions about medicines requiring regular administration must be obtained and strictly followed. Any decision to agree to administer medicines has to be a matter of individual choice and judgement. Apart from the obvious distress to a member of staff who makes an error, all members of staff who agree to administer medicines take on a legal responsibility to do so correctly.

Generally, however, any member of staff acting in accordance with agreed procedures would be regarded as acting in the interests of the employer and, since the employer would also be the subject of the action, the member of staff would therefore be effectively indemnified against personal liability by the rules of 'vicarious liability'.

In cases of accident and emergency, teachers must, of course, always be prepared to help as they and other school staff in charge of pupils have their general legal duty of care to act as any reasonably prudent parent would. In such emergencies, however, teachers should do no more than is obviously necessary and appropriate to relieve extreme distress and qualified medical treatment should be secured at the earliest opportunity.