

Driffield Junior School



Administration of Medicines Policy

Introduction

The progress achieved on the Inclusion Agenda and wider changes relating to the health of children and young people mean that schools, early year's settings, Head Teachers and Managers in particular, are increasingly concerned about the safe administration of medicines. While this document makes a series of 'good practice' recommendations and is recommended for adoption by all schools and early years settings it does not attempt to deal with all health issues of pupils. The Head Teacher, in their absence, an authorised member of staff, shall have the ultimate responsibility for deciding what to do in any given situation but if possible within the guidelines of this document.

The purpose of this policy is to put into place effective management systems and arrangements to support children and young people with medical needs in the school and to provide clear guidance for staff and parents/carers on the administration of medicines. This document, where appropriate, must be considered in conjunction with all other relevant policies, for example, health and safety.

All staff in schools and early year's settings has a duty to maintain professional standards of care and to ensure that children and young people are safe. It is expected good practice that schools and settings will review cases individually and administer medicines in order to meet the all round needs of the child. However, there is no legal duty requiring staff to administer medication or to supervise a child when taking medicines. This is a voluntary role.

Roles and Responsibilities

Under the Disability Discrimination Act (DDA) 1995, schools and settings should be making reasonable adjustments for disabled children, including those with medical needs, and are under a duty to plan strategically to increase access over time. Schools and settings should consider what reasonable adjustments they need to make to enable children with medical needs to participate fully in all areas of school life, including educational visits and sporting activities.

The Head Teacher, in consultation with the Governing body, staff, parents/carers, health professionals and the local authority, is responsible for deciding whether the school or setting can assist a child with medical needs. The Head Teacher is responsible for:

- implementing the policy on a daily basis
- ensuring that the procedures are understood and implemented
- ensuring appropriate training is provided
- making sure there is effective communication with parents/carers, children and young people, school/settings staff and all relevant health professionals concerning the pupil's health needs

Staff, including supply staff must always be informed of a child's medical needs where this is relevant and of any changes to their needs as and when they might arise. All staff will be informed of the designated person with responsibility for medical care. A list of medical needs in each class will be found on the wall of the classroom's stock cupboard door.

Parents/Carers

It is the responsibility of parents/carers to:

- a) inform the school of their child's medical needs
- b) provide any medication (medicines must be brought in to school in the original container as dispensed by the pharmacist and must include the prescribers instructions for administration). The container should be labelled with the following:
 - THE CHILD'S NAME
 - NAME OF MEDICINE
 - DOSE AND FREQUENCY OF MEDICATION
 - SPECIAL STORAGE ARRANGEMENTS
- c) collect and dispose of any medicines held in school at the end of each term
- d) ensure that medicines have not passed the expiry date
- e) A member of staff (from first aid) to check expiry dates of all medication at the end of each term. The office staff will initially send a text to parents to request a replacement, followed up with a letter if necessary.

Pupil Information

Parents/carers should be required to give the following information about their child's long term medical needs and to update it at the 'start of each school year': Staff will also ask all parents/carers at parents evening for updated information.

- Details of pupil's medical needs
- Medication, including any side effects
- Allergies
- Name of GP/consultants
- Special requirements e.g. dietary needs, pre-activity precautions
- What to do and who to contact in an emergency
- Cultural and religious views regarding medical care

Administering Medication

It is expected that parents/carers will normally administer medication to their children at home. It is to be noted that medicines which need to be taken three times a day should be taken before school, after school and at bedtime. No medication will be administered without prior written permission from the parents/carers, including written medical authority if the medicine needs to be altered (e. crushing of tablets). A Request to Administer Medication Form (kept in a file in the school office) must be completed. As stated in paragraph 3, staff are not legally required to administer medicines or to supervise a child when taking medicine. However, in almost all cases a member of staff who is fully first aid trained will act upon a request to administer medication.

A designated member of staff (usually from the office) will decide whether any medication will be administered in school. Medicine will normally be administered during breaks and lunchtime. If, for medical reasons, medicine has to be taken at other times during the day, arrangements will be made for the medicine to be administered at other prescribed times. Pupils will be told where their medication is kept and who will administer it.

Any member of staff, on each occasion, giving medicine to a pupil should check:

- a) Name of pupil
- b) Written instructions provided by the parents/carers or doctor
- c) Prescribed dose
- d) Expiry date

Storage

Medicine (excluding inhalers and epi-pens) will be kept in a locked cabinet in the first aid room. All medicine will be logged on the school's medical file which will include details of the contents of what is in the cupboard, the date the medication is put in to the cupboard and taken out and the date of expiry. Pupils will keep their inhalers in the classroom, during PE and ICT time these inhalers will be taken as a class set in the class 'red bag'. For more detailed information please refer to the school asthma policy.

Records

Staff will complete and sign a record sheet each time medication is given to a child and these will be kept in the first aid room. The sheets will record the following:

- a) Name of pupil
- b) Date and time of administration
- c) Who supervised the administration
- d) Name of medication
- e) Dosage
- f) A note of any side effects

If medicine has been altered (e.g. crushing tablets) for administration and authority for doing so.

Refusing Medication

If a child refuses to take their medication, staff will not force them to do so. Parents/carers will be informed as soon as possible. Refusal to take medication will be recorded and dated on the child's record sheet. Reasons for refusal to take medications must also be recorded as well as the action then taken by a member of staff.

Training

Training and advice will be provided by health professions for staff involved in the administration of medicines. Training for all staff will be provided on a range of medical needs, including any resultant learning needs, as and when appropriate. All staff have had Asthma training from the school nurse and the school first aiders will brief all staff with any updates/changes on a yearly basis.

Health Care Plan

Where appropriate, a personal Health Care Plan will be drawn up in consultation with the school/setting, parents/carers and health professionals. The Health Care Plan will outline the child's needs and the level of support required in school. Health Care Plans will be reviewed annually.

Intimate or Invasive Treatment

This will only take place at the discretion of the Head Teacher / Manager and Governors, with written permission from the parents/carers and only under exceptional circumstances. Two adults, one of the same gender as the child, must be present for the administration of such treatment. Cases will be agreed and reviewed on an individual basis. Training will be given to members of staff involved where necessary and all such treatment will be recorded.

School Trips

To ensure that as far as possible, all children have access to all activities and areas of school life, a thorough risk assessment will be undertaken to ensure the safety of all children and staff. No decision about a child with medical needs attending/not attending a school trip will be taken without prior consultation with the parents/carers.

Residential trips and visits off site:

- a) Sufficient essential medicines and appropriate Health Care Plans will be taken and controlled by the member of staff supervising the trip;
- b) If it is felt that additional supervision is required during any activities e.g. swimming, school/setting may request the assistance of the parent/carer.

Emergency Procedures

The Head Teacher will ensure that all staff are aware of the school's planned emergency procedures in the event of medical needs.

Carrying Medicines

For safety reasons children are not allowed to carry medication (excluding inhalers – please see asthma policy for more details). All medicines must be handed to the school administration staff on entry to the school premises.

Collecting Medicines

All medicine will be returned to the school office by the end of the day where it is then the responsibility of the parent/carer to collect.



6. Appendix

Forms

Contacting Emergency Services

Parental agreement for school/setting to administer medicine

Head teacher/Head of setting agreement to administer medicine

Record of medicine administered to an individual child

Record of medicines administered to all children

All forms set out below are examples that schools may wish to use or adapt according to their particular policies on administering medicines.



Driffield Junior School Emergency Services Procedure

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your name
2. Your telephone number
3. Give your location (insert school address)
4. State that the postcode is
5. Give exact location in the school (insert brief description)
6. Give name and age of child
7. Give a brief description of child's symptoms
8. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to (locality of incident)

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



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 has a policy that staff can administer medicine.

Name of Child	
Group/class/form	
Date of birth	
Medical diagnosis or condition	
Medicine	
Name/type of medicine (as described on the container)	
Dosage:	When to be given:
Any other instructions?	
Expiry date of medication	

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

Agreed review date to be initiated by (name of member of staff)	
Special precautions	
Are there any side effects that the school needs to know about?	
Self administration Yes/No (delete as appropriate)	
Procedures to take in an emergency	
Name and telephone no of GP	

Contact Details

Name

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Daytime telephone no/mobile

--

Relationship to child

--

Address

--

Any other information?

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I give consent for school staff to administer medication to my child. I understand that I must deliver the medicine personally to (agreed member of staff).
I accept that this is a service that the school is not obliged to undertake.
I understand that I must notify the school in writing of any changes in my child's condition/medication.

Parent signature

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Date

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If more than one medicine is to be given a separate form should be completed for each prescription.



Agreement to administer medicine

Driffield Junior School

Name of child: _____

It is agreed that the child named above will receive their medication as detailed on the *Parental agreement for school to administer medicine* form.

Your child will be given/supervised whilst they takes their medication by a designated member of staff.

This arrangement will continue until the end date of course of medicine/until instructed by parents.

Date

Signed



Record of medicine administered to an individual child

Name of school	Driffield Junior School
Name of child	
Date medicine provided by parent	
Class	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Role & Staff signature:

Relationship to child & Signature of parent:

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

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