



THE
CATHEDRAL SCHOOL
CHELMSFORD



A CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

Head Teacher: Mrs L Wiskin

Victoria Road, Chelmsford, Essex, CMI 1PA Tel: 01245 354459 Fax: 01245 348991

office@cathedralschool.essex.sch.uk www.cathedralschool.essex.sch.uk

Administration of Medicines Policy

AIMS OF THIS POLICY

- 1) To assist parents by providing on-going care and support of children with long term medical needs via a health care plan
- 2) To ensure the safe administration of medicines to children where necessary and to help to support attendance
- 3) To explain the roles and responsibilities of school staff in relation to medicines and provide ongoing training in relation to children with medical needs
- 4) To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness
- 5) To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
- 6) To outline the safe procedure for managing medicines on school trips

Parents have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school. Parents should also provide all necessary information about their child's medical needs to the school.

DfE April 2014 – Supporting Pupils at School with Medical Conditions,

Key points are:

- Pupils at school with medial conditions should be properly supported so that they can have full access to education, including school trips and physical education.
- Governing Bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing Bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

This policy may be superseded by a child's EHC plan or Individual Care Plan, or may be used in conjunction with them.

Staff Duties:

School teachers have no legal obligation to neither administer medicines to pupils nor supervise them while they take medicine, unless contracted to do so. Staff may volunteer to assist in the administration of medicines but must be given appropriate training and guidance.

As a school, we train specific staff for the purpose of the administration of medicines; school office staff, support staff and teachers.

As a school, we have a duty to plan how administering medicines can be accommodated in school and on educational visits to allow children who have medical needs to attend.

Process for the Administration of Medicines in School – short term medical needs;

Medicines should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health, or would greatly impact on a child's school attendance, if the medicine were not taken during the school day). The school will only accept:

- Medicines prescribed by a medical practitioner for the named child
- Medicines that are in date
- Medicines that need to be administered in excess of 3 times per day.
- Medicines in their original container, as dispensed by a pharmacist
- Containers with labelling identifying the child by name and with original instructions for administration, dosage and storage.

The Cathedral School will not accept or administer:

- Medicines that are to be administered 3 times per day (unless the child is attending after school club and will not return home immediately after 3:20pm, or attending a residential visit)
- Piriton, unless prescribed as part of a healthcare plan.
- Paracetamol e.g. Calpol, or aspirin. An exception may relate to issues relating to puberty after discussion with the parent
- On accepting medication, the parent must sign a form disclosing all details and giving permission for the medication to be administered by a named person (usually Mrs S Hayes or a staff volunteer in the case of educational visits).
- The medicine must be kept in the First Aid room refrigerated as appropriate and only accessed by named adults, or with the permission of the Headteacher.
- When administering, the named adult must complete a record (appendix a) showing the date and time and details/dosage of the medication. This must be counter-signed by another adult. In the case of the child being allowed to administer their own medication, this must again be added to the record and counter-signed by another adult.
- Under no circumstances should a parent send a child to school with any medicines, e.g. throat sweets/tablets, without informing the school. These could cause a hazard to the child or to another child if found and swallowed.
- Sun creams should always be applied by parents before school. Sometimes, the need may arise for reapplication for example after swimming. In such cases the sun cream would be stored in the class medicine wallet
- Travel sickness pills would also be given before travel. Under our educational visits policy, staff would administer travel medication before travelling once they are in loco parentis on a residential visit.
- Parents are welcome to come into school to administer medicines themselves that the school refuse to administer, for reasons given above.

Process for the Administration of Medicines in School-Long term medical needs:

- Where a child has long-term medical needs, a care plan must be written with the assistance of the school nurse and in the presence of the parent/guardian of the named child. This may also result in an individual risk assessment also being required.
- The care plan must be followed and reviewed at least annually. It is the parent's responsibility to inform the school of any changes to the child's condition that may require the details of the care plan to be altered.
- The Headteacher must ensure that named staff are trained to administer or give the level of care required by the details of the care plan. As a school, we try to ensure that we have sufficient information about the medical condition of any child with long-term medical needs and will request meetings with parents and recognised medical practitioners regularly to provide the correct level of training. Training should be specific to the individual child concerned. There will also be regular/annual training for all staff on more generalised needs e.g. asthma awareness and epi-pen training, diabetes and epilepsy. The school is well supported by the School Nurse who provides staff with advice and any relevant training on request.
- Children diagnosed with asthma will have a labelled pump kept in the class plastic wallet or box. This is stored in the classroom during lesson times and easily accessible at playtimes. It can be transferred outside to the Playground First Aid station during play during outside activities and is ready to be taken on educational visits. Each wallet has a record of usage to be completed when the pump has been used by the teacher, MDA or Club provider. Children with Health Care plans will have a wallet inside the wallet or box, clearly labelled.
- When a child attends an after school club, their inhaler must be collected and taken out in the club wallet
- It is the responsibility of parents to supply in date inhalers. Office Staff will send half termly reminders to remind parents to check the date and spot checks will be carried out to ensure inhalers are in date and have not run out.

Process for the Administration of Medicines during residential visits for all medical needs.

- For the purpose of residential visits, there will be a named person with responsibility for the administration of medicines and care of children as above.
- Parents will be asked to complete a form and may be required to meet with the named staff to ensure that staff are aware of all medical requirements. In the case of higher levels of care e.g. intimate care, the named member of staff will also meet with the school nurse, or other recognised medical advisor to ensure that they are trained in dealing with the level of care required.
- Date the Policy was approved by Governors: - 30th September 2015
- Date for review: September 2018
- Contact: Mrs L Wiskin (Headteacher) Mr Michael Minta (Chair of the Governors)

Appendix A – Administering of medicine form

Appendix B - Administration of Medicines Parental Consent form



THE
CATHEDRAL SCHOOL
CHELMSFORD



A CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

Head Teacher: Mrs L Wiskin

Victoria Road, Chelmsford, Essex, CM1 1PA Tel: 01245 354459 Fax: 01245 348991

office@cathedralschool.essex.sch.uk www.cathedralschool.essex.sch.uk

Parental Consent Form

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

Date:	Child's name:	Class:	Gender:	Date of Birth
Medical condition or illness		For how long will your child need to take this medicine?		
		Date dispensed:		
Name of medicine		Name of prescribing GP		
Dosage		When to be given		
Any other instructions?		Self- administration: yes/no		
Procedures to take in an emergency:				
Emergency telephone numbers				
1				
2				
3				
<p>I understand that I must deliver the above medication personally and accept that this is a service the school is not obliged to undertake.</p> <p>I give permission for my child to be given the above named medication.</p> <p>Parent/guardian's signature:</p>				