

HORNSEA BURTON PRIMARY 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 / Manager or, in their absence, 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 back of the classroom's stock cupboard door and in the medical records file (green folder) in the medical room.

Parents/Carers

It is the responsibility of parents/carers to:

- a) inform the school of their child's medical needs
- b) provide any medication in a container clearly 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

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. 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.g. crushing of tablets). Form 3 (Parental agreement for school to administer medicine) must be completed by parents/carers. As stated in paragraph 3, staff are not legally required to administer medicines or to supervise a child when taking medicine. This is a voluntary role. 3 members of staff in school have volunteered to do this role. These staff are: Mrs C Shiels, Mrs S Inns and Mrs M Marsh.

The Head Teacher will decide whether any medication will be administered in school and following consultation with staff, by whom. All 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

Written permission from the parents/carers will be required for pupils to self-administer medicine(s). Form 7, (Parental consent for child to carry his/her own medicine) must be completed.

Storage

All medicine will be kept in a locked cabinet in the school's medical room or in the staffroom refrigerator if necessary. All medicine will be recorded in the school's medical file. Children's' inhalers, which must be labelled with the pupil's name, will be stored in the classroom. Pupils in Upper School will keep their inhalers in their drawers.

Records

Staff will complete and sign a record sheet each time medication is given to a child and these will be kept in the medical file (green folder) in the medical 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 the teacher.

Training

Training and advice will be provided, when appropriate, 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 Emergency First Aid training which is reviewed every 3 years 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, Form 2 (Health Care Plan). 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 and Governors, with written permission from the parents/carers and only under exceptional circumstances. Two adults 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 child
- 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. The Critical Incident Plan is kept in the back kitchen store cupboard which is locked. Specific child emergency procedures are in the medical file (green folder) in the medical room and class teachers also have a copy.

Carrying Medicines

For safety reasons children are not allowed to carry medication. All medicines must be handed to a member of staff on entry to the school and the medication will be locked away in the medical room cupboard. The member of staff will then notify the administration staff that this has been done.

This policy was reviewed July 2016

The next review is Summer Term 2017