

THE DOVE-SHELL FEDERATION

East Crompton St James' CE (VA) Primary School

St Thomas' Moorside CE (VA) Primary School



Administration of Medicines policy

Date of Policy / Reviews	Author(s)	Approved by Gov. Body	Signed	Date for review
September 2017	A Laskey	Nov 2017	K Jackson	Sept 2018
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Aims

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 our Federation and to provide clear guidance for staff and parents/carers on the administration of medicines. This policy statement must be considered in conjunction with other relevant policies and protocols, for example Health and Safety Policy, First Aid arrangements etc.

Roles and responsibilities: School staff

All members of staff have a duty to maintain professional standards of care and to ensure that children and young people are safe. The Federation will monitor and review individual needs and administer medicines in order to meet the all-round needs of the child. There is no legal requirement for staff to supervise or administer medicines. Unless specified within a job description this is a voluntary role.

Schools are advised to identify and appropriately train sufficient members of staff who would be willing to undertake this role as part of their duties in respect of chronic illness cases. Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child must have appropriate training and guidance. They must 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.

In response to the Equality Act 2010, we make reasonable adjustments for disabled school users, including those with medical needs, and we plan strategically to improve access over time. We also make reasonable adjustments to enable pupils with medical needs to participate fully in all areas of school life including educational visits outdoor and sporting activities.

The Executive Headteacher, in consultation with staff, parents/carers and health professionals will decide how the school can assist a child with medical needs. The Executive Headteacher 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 that there is effective communication with parents/carers, pupils, staff and all relevant health professionals concerning pupils' health needs.

Staff, including supply staff, will be informed of any pupil's medical needs where this is relevant and of any changes to their needs as and when they might arise. All staff, parents and pupils will be informed of the designated person with responsibility for medical care.

Roles and responsibilities: Parents/carers

It is the responsibility of parents/carers to:

- Inform the school of their child's medical needs
- Ensure that the school has the most recent emergency contact details for their child/ren
- Provide any medication in a container clearly labelled with the following:
 - The child's name
 - Name of medicine
 - Dose and frequency of medication
 - Any special storage arrangements
 - Collect and dispose of any medications held in school at the end of each term
 - Ensure that medicines have NOT passed the expiry date.

Pupil information

At the start of each school year, parents/carers should give the following information about their child's long term medical needs. The information must be updated as and when required, and at least annually.

- 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

We expect parents/carers to administer medication to their children at home. This means that where the administration of medicine during the day can be avoided it should be. No medication will be administered without prior permission from the parents/carers including written medical authority if the medicine needs to be altered (e.g. crushing of tablets). A Request to Administer Medication Form (appendix 1) must be completed.

The Executive Headteacher or member of SLT will determine if medication is to be administered in school, and by whom, following consultation with staff. All medicine will normally be administered during breaks and lunchtimes. If, for medical reasons, medicine has to be taken 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, giving medicine to a pupil, should check on each occasion;

- Name of pupil;
- Written instructions provided by the parents/carers or doctor;
- Prescribed dose;
- Expiry date.

Epi-pen – Any member of staff can administer an epi-pen in an emergency. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. Parents should be contacted after this call has been made.

Storage

All medicine, must be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. All medicine will be logged onto the schools' file. Class teachers may store pupil's inhalers which must be labelled with the pupil's name. All emergency medicines, such as inhalers and adrenaline pens, must be readily available to children.

A few medicines may need to be refrigerated. They can be kept in a refrigerator containing food but must be in an airtight container and clearly labelled.

Records

Each time medication is given to a child, a member of staff, will complete and sign a record sheet (appendix 2), kept in the administration office. These sheets record the following:

- Name of pupil;
- Date and time of administration;
- Who supervised the administration;
- Name of medication;
- Dosage;
- A note of any side effects;
- If medicine has been altered for administration (e.g. crushing tablets) and authority for doing so.

Training

Training and advice will be arranged and accessed from health professions for staff involved in the administration of medicines. Training for all staff will be accessed on a range of medical needs, including any resultant learning needs as and when appropriate. Details of all training will be recorded on the staff training log.

Health care plan

When appropriate a personal Health Care Plan (appendix 3), will be drawn up in consultation with school, 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 at least annually.

Intimate or invasive treatment

Intimate or invasive treatment will only take place at the discretion of the Executive Headteacher 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 annual basis.

Educational and Residential visits

To enable, as far as possible all pupils to have access to all activities and areas of school life, a risk assessment will be undertaken to ensure the safety of all participants in educational visits. No decision about a child with medical needs attending/ not attending a school visit will be taken without prior consultation with parents/carers.

For residential visits sufficient essential medicines and appropriate health care plans will be taken and controlled by the member of staff supervising the visit. If additional supervision is required for activities e.g. swimming, we may request the assistance of the parent/carer.

Emergency procedures

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

Medical alert

It is likely that there will be a number of children in the Federation with a range of medical needs which need to be known by staff members. The medical alert template (appendix 4) should be completed for each pupil (updated annually, as a minimum). A copy of this completed template should be given to the class teacher; staff who work with that child; the school kitchen and one set should be kept in an agreed central storage location (school office).



PARENTAL REQUEST FOR ADMINISTRATION OF PRESCRIPTION MEDICATION IN SCHOOL

REQUEST TO:PRIMARY SCHOOL

REGARDING: CHILD'S NAME.....

DATE OF BIRTH.....

MEDICATION

Name of Medication.....

Prescribed for (name the illness/condition).....

Dosage.....

Frequency of administration: Once per day between 12.00 noon and 1pm

Date of first dose in school.....

Date of last dose in school.....

Storage requirements (if any).....

Expiry date of medication.....

I request that staff at School administer the medication to my child as stated above.

I have read and understood the school's medication policy.

I understand that the medication is administered by staff on a voluntary basis.

My child has received at least one dose of this medication at least 24 hours prior to the date of first dose in school and has shown no side effects or allergic reactions.

Signed..... Parent/Guardian Date.....



Individual Health Care Plan

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Contact 1

Name	
Relationship to child	
(home)	
(mobile)	

Contact 2

Name	
Relationship to child	
(home)	
(mobile)	

Clinic/Hospital Contact

Contact re:

Name	
Phone no.	

G.P.

Name	
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Address

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Phone no.

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Who is responsible for providing support in school

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1.

Describe medical needs and details of child's symptoms	
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Medication

Name and type as described on container	
How long will it be taken for?	
Directions for use:	
Dosage and method	
When to be taken	
Special precautions	
Side effects	
Procedure to take in an emergency	

Daily care requirements	
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Arrangements for school visits/trips	
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Other information	
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Describe what constitutes an emergency, and the action to take if this occurs	<ul style="list-style-type: none">•
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Follow up care	
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Who is responsible in an emergency? <i>(state if different for off-site activities)</i>	
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Plan developed with

– SENCo – Assistant Head for Inclusion

Staff training needed/undertaken – who, what, when.	
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The information on this Healthcare Plan has been agreed with:

Parent / Carer: Name (print):	Signature:	Date:
SLT Member: Name (print):	Signature:	Date:
Medical Professional:	Signature:	Date:

Form copied to

Parent, Class teacher, SENCo, Teaching assistant, Midday supervisor, SHA, Assistant Head for Inclusion
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The school will not give your child medicine unless you complete and sign this form, and the Executive Headteacher/Deputy has agreed that the school staff can administer the medication.

I (full name) _____ understand that I must deliver the medicine personally to the school office and accept that this is a service which the school is not obliged to undertake even though part of a Health Care Plan.

Signed: _____

Date: _____

Relationship to child: _____

I agree that the above named child can receive this care plan and receive medication as directed by the parent/carer.

Agreed by: _____

Position: _____



Medical Alert form

Name		
Date of Birth		
Condition		
Treatment/Medication		
Specialist medics & contacts		
Emergency contacts (also see individual pupil data sheet)		
Information updated (date)		