



POLICY FOR THE ADMINISTERING OF MEDICINES IN SCHOOL

THE REASON FOR THIS POLICY

Children with long-term health problems such as asthma, epilepsy and diabetes need to be accommodated in school but proper and clearly understood arrangements for medicines must be in place and observed.

A medicine is any substance used, whether internally or externally, for the treatment or prevention of disease or any medical condition.

PRINCIPLES RELATING TO THE AIMS AND ETHOS OF THE SCHOOL

In keeping with the aims and ethos of the School

MEDICATION AND MEDICAL CARE IN SCHOOL

The majority of children with medical needs are able to attend school regularly and, with support from the school, take part in most normal school activities. Extra care may be needed in supervising activities to ensure that pupils with medical needs, and others, are not put at risk.

While teachers have a general professional duty to safeguard the health and safety of their pupils and to act 'in loco parentis', that is to act as any reasonable parent would, this does not include a duty or obligation to assist in the self-administration of medication. Teachers or other school staff may undertake this duty voluntarily as long as they have received appropriate training.

Parents are a pupil's main carers. If necessary, the Headteacher may request a parent, or person designated by the parent, to attend the school at the appropriate times in order to administer the medicine.

The Head Teacher will identify those members of staff who are willing to be trained, and make the necessary arrangements directly with the School Nurse. The use of medicine delivery systems must be practiced in advance of their use with a pupil.

ENTITLEMENT

The School will discuss the admission of a child with a condition requiring personal or invasive medical treatment with the Special Educational Needs Team and the Local Education Authority may seek advice from the Community Medical Officer before

agreeing that such a pupil can be admitted on the school roll. If the child is admitted the School Nurse must be informed.

Medications may be given on a short-term basis, such as when a pupil is completing a course of ongoing antibiotics, while others may be given on a regular basis as part of the management of an ongoing medical condition. However, antibiotics or penicillin prescribed for a child must be kept off for 24 hours or more after the prescription is started in case of any allergic reactions.

Medications that staff may help pupils to self-administer include asthma medication delivery systems such as inhalers.

A pupil should never be given medication containing Aspirin unless it is prescribed by a Doctor, as it may cause a severe illness in young children.

Members of staff can only administer medicines that have been prescribed by a medical professional.

IMPLEMENTATION

The Head Teacher is responsible for implementing the Governing Body's policy and for developing appropriate detailed procedures. When teachers or other staff members volunteer to help pupils with their medical needs, this should only take place with the Head Teacher's agreement and the staff members should receive appropriate support and training. Day to day decisions concerning helping with the self administration of medication will fall to the Head Teacher or a designated member of staff.

The Head Teacher will ensure that all parents are aware of the school's policy and procedures for dealing with medical needs.

Where a pupil has medical needs, the Head Teacher will agree with the parents or carers exactly what support the school will provide. If there are concerns the Head Teacher will seek advice from the School Nurse.

The Head Teacher is responsible for ensuring that medicines are stored safely i.e. in "locked" cupboard. Inhalers are always kept accessible to children. It is the parents responsibility to ensure that the medicine held in school is in date.

ASSESSMENT

The Head Teacher must ensure that accurate records are maintained. Monitoring arrangements are to be in place to ensure that guidelines are followed.

PRACTICAL IMPLICATIONS OF THIS POLICY

THE STAFF

School staff who, in the course of their duties, voluntarily undertake to assist with administration of personal or invasive medicinal treatments and who follow strictly the guidelines and training given to them, will have the full support of Lincolnshire County Council. As their employer, Lincolnshire County Council is legally liable for any wrongful actions of its employees if they are committed in the course of their employment.

If staff follow the school's documented procedures, they will be fully covered by their employer's public liability insurance in the event of a parent making a complaint. Teachers' Conditions of Employment do not include giving medication or the supervision of a pupil taking medication. However, staff may volunteer to do this.

Appointed first aiders has the key responsibility for medicines and there will be a designated deputy for this process in the event of staff absence. There should be a clear procedure for passing this responsibility to another staff member, and alerting all staff to the fact that this has been done, when staff absence makes it necessary.

Several members of a staff team, therefore, must have the necessary training in these activities and training will be refreshed on an annual basis. A record of the information, instruction and training programme given to individual members of staff will be maintained.

School staff should not dispose of medicines. Should the need arise, surplus medicines are to be taken to the local Pharmacy for disposal.

THE PARENTS

Information on a pupil's medical condition or needs constitutes "sensitive personal information" within the meaning of the Data Protection Act 1998. As a result, the Head Teacher must have the express and informed consent of the parents to divulge such information to other school staff, relevant adults or other pupils.

Parents or carers are responsible for the disposal of medicines. At the end of each term, parents or carers should collect any medicines held at the school.

The School has a 48 hour stay away policy from the last bout of illness, for those suffering from sickness and/or diarrhoea following guidance from Public Health England.

EMERGENCIES

When personal or invasive medicine or medical care has been given by school staff in an emergency, medical assistance may still be needed urgently and should be summoned by dialling 999 straight away. The person making the call will be asked to provide relevant information (Form 8 in the Department of Health/DfEE Booklet 'Supporting Pupils with Medical Needs', provides a model). Ambulance personnel should be given written information about the treatment given and parents should be informed of the situation.

Emergency first aid measures should be taken as appropriate.

All staff should know how and when to place an unconscious person in the recovery position and ensure that their airway is clear. All staff should have a clear procedure for summoning an ambulance in an emergency.

With parental agreement all staff who come into contact with a pupil who suffers from a life-threatening condition will be briefed about this condition. Other pupils who come into contact with the child may be briefed as well. However, the pupil's right to confidentiality, privacy and sensitive treatment is paramount.

RECORD KEEPING

Careful records will be kept, for safety, for the protection of the pupil, and for the protection of staff and the school. Examples of records used are in Appendix 1. Information should be kept on a special separate medical file and duplicated to the pupil's main file.

Careful records of the use of medicines must be kept in order to avoid the risk of double dosing. Two adults will be present when medicines are given to ensure safety and will sign the book as confirmation.

For any pupil with a chronic illness or potentially life-threatening condition, the School will draw up an Individual Health Care Plan for dealing with the pupil, which will be agreed between parents, the school and a qualified medical practitioner.

SUCCESS CRITERIA

The school will have appropriate systems in place to support all pupils with medical needs.

Approved by the Governing Body on: 25th September 2012

Reviewed: January 2023

Review due: January 2025

Person to initiate review Headteacher

**LEASINGHAM ST. ANDREW'S
CHURCH OF ENGLAND PRIMARY SCHOOL**

PROCEDURE FOR THE USE OF MEDICINES IN SCHOOL

This document should be read in conjunction with the school's policy on The Use Of Medicines in School

PROCEDURES

We will not store large amounts of medication. Where we store medicines, they will be in individual containers, supplied and clearly labelled by the pharmacist, with the pupil's name, the dosage instructions and the expiry date of the medicine. Where a pupil needs two or more prescribed medicines, each will be in separate containers. We will only administer named medicines that have been prescribed for the same-named pupil and not "over the counter remedies".

Pupils must have access to their medicine when required. They will know where their own medication is kept and how to access it.

Some medicines, such as inhalers for asthma, must be readily available to pupils and should not be locked away. If appropriate, some Upper Key Stage 2 pupils will carry their own inhalers – depending on their degree of maturity. Their use should be recorded and relayed to the parents.

If pupils can administer their medication themselves, staff need only supervise the process. However, written parental consent is required.

For pupils who need complex treatment, clear action plans must be available for staff to follow, based on advice from parents or a medical practitioner.

If pupils refuse to take their medication, staff will not force them to do so. The pupil's parents or carers will be informed as a matter of urgency. If necessary, the school will call the emergency services.

The school will be aware of a pupil's needs in relation to food management. This extends to cookery and science experiments with food, as well as menus, individual meal requirements and snacks. It is important to ensure that the midday staff are aware of a pupil's particular requirements.

Outdoor activities and school visits will be discussed in advance by the parents and the school. Full details of a pupil's medical needs will be taken on school visits. Advice may be sought from the school Nurse or the LEA.

Pupils with epilepsy may need a designated place to rest and recover after a seizure and be allowed to recover at their own pace.

Masters of record keeping forms.

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.

DETAILS OF PUPIL

Surname: _____ D.O.B _____

Class _____

Forename: _____ Male/Female _____

Address: _____

Condition or illness: _____

MEDICATION

Name/Type of Medication (as described on the container) _____

How long will your child take this medication _____

Date dispensed: _____

Full direction for use:

Dosage and method: _____ Timing: _____

Special Precautions: _____

Side Effects: _____ Self Administration: _____

Procedure to take in an Emergency _____

CONTACT DETAILS

Name: _____ Tel No: _____

Relationship to pupil: _____

Address: _____

I understand that I must deliver the medicine personally to the Office and accept that this is a service that the school is not obliged to undertake.

Date : _____ Signature: _____

Relationship to pupil: _____

