

**A POLICY ON THE
ADMINISTRATION
OF
MEDICINES
IN SCHOOL**



**WHARTON C.E. (CONTROLLED)
PRIMARY SCHOOL**

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Rationale

The administration of medicines is the responsibility of parents/carers. There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. GPs often advise that pupils should attend school while still needing to take medicines. However, children who are generally unwell should not be in school and should not return until they are able to participate in the full curriculum.

These revised guidelines have been produced to support staff who undertake the administration of medicines and to enable staff to act in an emergency.

GUIDELINES

The following safeguards should be observed in any case where a Head teacher agrees to accept responsibility for the administration of medicines to children:

- The school should receive a written request from the parent giving clear instructions regarding the required dosage. Where appropriate a doctor's note should be received to the effect that it is necessary for the child to take medication during school hours;
- The school administrator, Helen Young (Diane Ashford in her absence) will obtain informed consent from the parent in favour of The Administrator or teacher if the child is to be on a school visit. The necessary form will be completed by the parent whenever a request is made for medication to be administered on each and every occasion.
- Long-term illnesses, such as epilepsy or diabetes should be recorded on the child's record card, together with appropriate instructions given by the school doctor or nurse. At Wharton CE Primary School we ensure that regular review meetings are held for children with long-term illnesses.
- Where possible, in the case of young children the medicine, in the smallest practicable amount, should be brought to school by the parent or nominated responsible adult, not the child and should be delivered personally to Helen Young, Administrator (Diane Ashford, Administrator, in her absence);
- Medicines must be clearly labelled with contents, owner's name and dosage, and must be kept in a safe and secure place appropriate to the contents, away from the children, unless they may be needed urgently (e.g. for asthma) and must be documented for receipt administration and dispatch.

- Only one member of staff at any one time should administer medicines (to avoid the risk of double dosing). Arrangements should be made to relieve this member of staff from other duties while preparing or administering doses (to avoid the risk of interruption before the procedure is completed). If more than one person administers drugs a system must be arranged to avoid the risk of double dosing.
- If a pupil brings to school any medication for which the school has not received written notification, the staff of the school will not be held responsible for that medication.
- In all cases where following the administration of medication there are concerns regarding the condition of the child, medical advice must be sought immediately.

MEDICINES MOST LIKELY TO BE BROUGHT INTO SCHOOL

Prescribed Medicines - If a child needs medicine it is the responsibility of the parent to administer that medicine to the child. If the child requires 2 or 3 doses, parents should administer medicines outside school hours, where appropriate. The school will make available facilities for any parent who has to come to school during the school day to administer an antibiotic, a painkiller or other medicine prescribed by a doctor. Such medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day. The medicines must be brought into school daily by the parent and be left in the staffroom fridge.

Non-Prescribed Medicines - staff should **never** give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. Children attending residential visits must only be given non-prescribed medicines, i.e. painkillers, travel-sick tablets, if parents have filled in appropriate sections of the Parental Consent Form. Criteria, in the national standards for care of under 8s, make it clear that non-prescription medicines should not normally be administered.

Maintenance drugs - a child may be on a medication for conditions such as fits or cystic fibrosis - the school will administer such drugs as prescribed by the doctor with written parental consent. The medicines must be brought into school daily by the parent and be left in a lock draw in the main office/Staffroom fridge.

Inhalers - a child with asthma may have an inhaler, which may need to be given regularly or before exercise, or if the child becomes wheezy. If parents consider that their child is capable and responsible, then the child may look after their own inhaler. Each case, however, should be considered individually, in consultation with the parents and either the School Doctor or Nurse. Alternatively, to ensure that a younger child has easy access to their inhaler, it will be kept in a safe place in the classroom. Ideally doctors could be asked to provide 2 prescriptions, where appropriate and practical, for a child's medicine: one for home and one for use in the school. It is the parent's responsibility to check dates on such medicines.

Controlled Drugs – the administration, possession and storage of certain drugs are controlled by the Misuse of Drugs Act 1971 and associated regulation. This is of relevance to the school as a child may attend who has been prescribed a controlled drug. The Misuse of Drugs Regulations 2001 allows 'any person' to administer drugs listed in the regulations. Such controlled drugs should be kept in a locked non-portable container and only named staff should have access. A record should be kept for audit and safety purposes.

The school should never accept medicines that have been taken out of the container as originally dispensed nor make changes to doses on parental instructions.

PRECAUTIONS TO BE TAKEN

All medicines that are to be administered in school are accompanied by written instructions from the parent and/or the GP, specifying the medication involved, circumstances under which it should be administered, frequency and levels of dosage. This information should be provided on the attached form. Each time there is a variation in the pattern of dosage a new form should be completed. If necessary the School Nurse can assist with the completion of the form.

For children who have statements of Special Educational Need or Disability, a revised form should be obtained as part of the Annual Review procedure.

SELF-MANAGEMENT

We support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and the school should encourage this. This is dependent upon the type and form of medication, e.g. inhalers. If children can take medicines themselves, staff may only need to supervise. However any medicine brought into school **must** be brought to the attention of the class teacher and not kept in children's bags, coat pockets or desks.

EXCEPTION

Inhalers for children with asthma need to be readily available. Where children are of a sufficient maturity they should be fully responsible themselves for the inhalers and keep them at all times. Inhalers should be kept by teachers in a readily accessible place and available for PE.

REFUSING MEDICINES

If a child refuses to take medicine, staff should not force them to do so, but should make a note of this. Parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

ASTHMA POLICY

Wharton C.E. Primary School:-

- Welcomes all pupils with asthma
- Will encourage and help children with asthma to participate fully in all aspects of school life
- Recognises that asthma is an important condition affecting many school children
- Recognises that immediate access to inhalers is vital
- Will do all it can to make sure that the school environment is favourable to children with asthma
- Will ensure that other children understand asthma so that they can support their friends
- Has a clear understanding of what to do in the event of a child having an asthma attack
- Will work in partnership with parents, school governors, health professionals, school staff and children to ensure the successful implementation of a school asthma policy.

Produced with guidance from DFES document 'Managing Medicines in Schools and Early Years Settings' (March 2005).

Approved September 2012 **Amended Autumn 2013 due to staff/role changes**

To be reviewed September 2015



REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Dear Headteacher,

I request that [Full Name of Pupil] be given the following medicine[s] while at school:

Name of Medicine	Duration of course	Dose Prescribed	Date Prescribed	Time to be given

The above medication has been prescribed by the family or hospital doctor. It is clearly labelled indicating contents, dosage and child's name in FULL.

I understand that the medicine must be delivered to the school by myself or a named responsible adult

And accept that this is a service which the school is not obliged to undertake and also agree to inform the school of any change in dosage immediately.

Signed Parent/Guardian

Address

.....

Date

NOTE: Medication will not be accepted by the School unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.
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This agreement will be reviewed on a termly basis.

The Governors and Headteacher reserve the right to withdraw this service.