

ADMINISTRATION OF MEDICINES IN SCHOOL POLICY AND PROCEDURE



WHARTON CHURCH of ENGLAND PRIMARY SCHOOL

APPROVED BY GOVERNING BODY NOVEMBER 2023

Train up a Child in the Way they should go, and when they are old, they will not depart from it. Proverbs 22 v 6

POLICY FOR THE ADMINISTRATION OF MEDICINES



WHARTON CHURCH of ENGLAND PRIMARY SCHOOL

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 Headteacher 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 (or bursar 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. (see supporting pupils with medical conditions policy).
- Where possible, 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 the school office.
- Medicines must be kept in original packaging, clearly labelled with contents, child's name (prescription label) 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 administration and dispatch.

- Only one member of staff (usually the Admin team) 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). Whoever administers the medicine, the system of recording doses is checked first to ensure appropriate dosage is given (see appendix 1 for record of medicine administration).
- If a pupil brings to school any medication for which the school has not received written notification, staff will not administer this and a phone call will be made to parents to inform them.
- 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

- In the first instance parents are responsible for administering medicines to their own child, up to 3 doses daily outside school hours (e.g. before school, after school and bedtime). The school will make available facilities for any parent who wishes to come to school during the school day to administer medication (e.g. lunchtime).
- If more than 4 doses are needed to be administered the medicines must be brought into school, daily by the parent and be left in a designated fridge and be clearly labelled with the original dosage from the pharmacist on it. Parents will need to fill out an administration of medication request form (appendix 2) and sign it stating what time and dosage is to be given by the designated member of staff.

Over the Counter Medicines (OTC) eg. Paracetamol, Ibuprofen, Antihistamines, Moisturising/soothing preparations etc. - staff can give a non-prescribed medicine to a child following guidance from NHS West Cheshire Clinical Commissioning Group who have agreed a policy supporting self-care for minor or self-limiting conditions.

- The policy states that for these conditions, parents are encouraged to self-care, and are expected to buy over-the-counter (OTC) medicines when appropriate.
- The written guidelines for over-the-counter medicines is the same as for prescribed medicine outlined above ie. Permission form from parent, original packaging.
- Ensure that the child's name and class are put on a label and stuck onto the medicine's container.
- Children attending residential visits must only be given non-prescribed medicines, i.e. painkillers, travel-sick tablets, if parents have completed the appropriate sections of the Parental Consent Form C.

Maintenance drugs - a child may be on a medication for conditions such as epilepsy 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 locked drawer 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.

- Those children requiring inhalers in school must have a blue asthma card completed by parents and these are kept in school,
- If parents consider that their child is capable and responsible, then the child may look after their own inhaler.
- Inhalers kept by teachers should be readily accessible at all times and available for PE and playtimes.
- Each case, however, should be considered individually, in consultation with the parents and possibly the School Nurse including the use of an inhaler plan to record peak flow.
- 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.
- The school holds two 'emergency inhalers' in the school office. One inhaler will go with staff on school trips should it be needed.

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 will be kept in a locked cupboard and only named staff have access to it. A record will be kept for audit and safety purposes. When going on a trip or residential the correct number of controlled drugs will be taken by a senior teacher in a lockable container or pouch. Two members of staff are required to witness and sign the form to say they have seen the child swallow the drug.

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,
- specify the medication involved,

- Outline circumstances under which it should be administered including 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.

For children who have an Education, health and Care plan where regular medication is required, 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 and record it on the form.

However, any medicine brought into school **must** be brought to the attention of the class teacher/admin assistant and **must not** be kept in children's bags, coat pockets or desks.

REFUSING MEDICINES

If a child refuses to take medicine,

- staff should not force them to do so,
- staff need to make a note of this including date, time and dosage
- Parents should be informed of the refusal immediately.

If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

ASTHMA POLICY

We

- Welcome all pupils with asthma
- Encourage and help children with asthma to participate fully in all aspects of school life
- Recognise that asthma is an important condition affecting many school children
- Recognise that immediate access to inhalers is vital
- Will do all we 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
- Have 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 CWAC document 'The Administration of Medicines in Educational Establishments' Revised March 2011



REQUEST for the ADMINISTRATION of MEDICATION

Dear Headteacher,

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

Table with 5 columns: Name of Medicine, Duration of course, Dose Prescribed, Date Prescribed, Time to be given. The table contains 8 empty rows for data entry.

The above medication has been prescribed by the family/hospital doctor/pharmacist or has been bought over the counter. The medication is clearly labelled indicating contents, dosage and if prescribed the child's name in FULL.

I understand that the medicine must be delivered and collected from the school by myself as the parent/carer or a named responsible adult and not the child.

I 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.

Print Name: Signature:..... Parent/Carer

Address

.....

Telephone Number: 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.

This agreement will be reviewed on a termly basis. The Governors and Headteacher reserve the right to withdraw this service.

Record of Medication Administration.



| Name of Child | | Year group | | |
|---------------|------|------------|--------------|-----------|
| Date | Time | Medication | Dosage given | Signature |
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