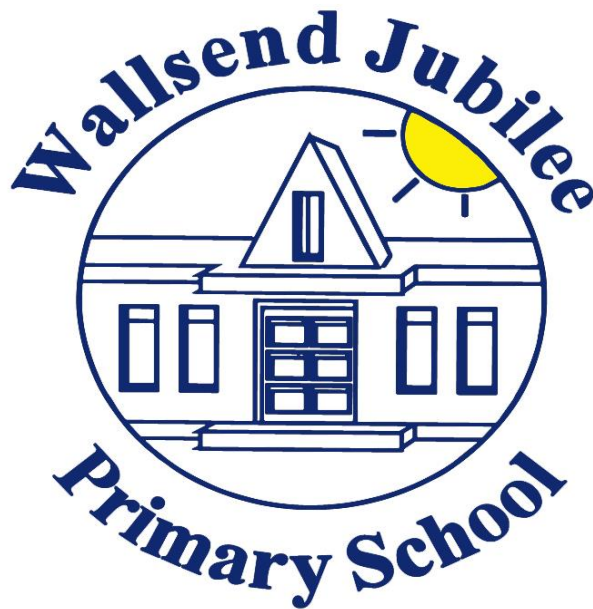


# **Wallsend Jubilee Primary School**



## **Administration of Medication Policy**

**October 2018**

## **Background to the Policy:**

Parents or guardians have prime responsibility for their children's health and should give schools sufficient information about their children's medical condition and treatment or special care needed at school.

- There is no legal duty which requires staff to administer medication; this is a voluntary role. Staff who assist with any form of medication, **in accordance with the procedures detailed within this guidance**, are explicitly reassured that they will be acting within the scope of their employment and that they will be indemnified. Indemnity requires that the procedures are followed as described here.
- Unless children are acutely ill they should attend school. To facilitate this it may be necessary for them to take medication during school hours; however this should only be when essential. Where clinically appropriate medicines can be prescribed in dose frequencies, which enable it to be taken outside of school hours. Parents should be encouraged to ask the prescriber about this. It is noted that medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime.
- Written agreement from parents/guardian is required prior to administering any medication (forms available in school office).
- Written confirmation of instructions from a health practitioner is required prior to administering prescribed medication.
- Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer
- The school will have a system of record keeping. Records of all administration and disposal of medications must be kept in a bound book to prevent falsification. (Forms held in school office)

**This policy applies to:** All Pupils

## Statement of the Policy

The purpose of this policy is to give advice to school staff in relation to the administration of medicines in school both as a matter of routine and in an emergency.

## Main Policy

1. All medication must be in the original container.
2. All medication **MUST** be clearly labeled with:
  - the child's name
  - the name and strength of the medication
  - the dosage and when the medication should be given
  - the expiry date
3. All prescribed medication (including homeopathic medicines) must be accompanied by a written confirmation by a health practitioner (e.g. GP, clinical nurse specialist, nurse practitioner) including the time/dose to be given in school.
4. Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer
5. If two medications are required, these should be in separate, clearly and appropriately labeled containers.
6. On arrival at school, all medication is to be handed to the designated member of staff by the parent.

## Storage of Medication in school

1. Medication must be stored in a locked, cabinet with the key stored in an accessible but restricted place known to the designated members of staff.
2. Once removed from the cabinet, medication should be administered immediately and never left unattended.

## **Documentation**

Each pupil receiving medication will have the following documentation:

- Written request and permission by Parents/Guardians for school to administer medication
- Written confirmation of administration from a health practitioner for prescribed medicines
- Pupil record of medication administered
- Parental/guardian consent for school trips

In addition, pupils with complex medical needs will have an Individual Health Care Plan (IHCP).

## **Administration of Medication**

Employees who undertaken within their role the administration of medication and health care:

- Shall receive training and advice from the appropriate health practitioner through the Local Authority
- Training will be updated appropriately and recorded
- Are responsible for notifying the school when their training requires updating and for ensuring this is arranged.
- Staff involved in specific complex procedures e.g. medication via gastrostomy tube, oxygen therapy, will receive a certificate following training accreditation confirming their ability to perform the procedure.
- Medicine should be administered in an appropriate/confidential room.
- Before medication is administered, the child's identity must be established by checking with another competent adult, who should also confirm the correct medication is being administered and countersign the administration record
- Staff will follow directions for administration provided in writing by the health practitioner.
- Staff will record details of each administration
- A child should never be forced to accept medication and where medication is refused parents will be informed.

## **Record Keeping**

1. A system of record keeping will include:

- Records of parental/guardian consent and or health practitioner which should be reviewed and confirmed annually (September) in addition to ongoing updating.

- Record of administration of medication including amount administered and amount remaining (where possible) is to be kept in the administration of medication file.
  - Record of medication returned to the parent/carer wherever possible.
2. A parent/guardian request form should be completed each time there is a request for medication to be administered or there are changes to medication/administration instructions.
  3. The request form must include:
    - Child's name, class, date of birth
    - Reason for request
    - Name of medication, timing of administration and dosage of medication
    - Emergency contact names and telephone numbers
    - Name and details of Doctor and/or health practitioner
  4. Reasons for not administering regular medication (e.g. refusal by pupil) must be recorded and parents informed immediately/within the timescale agreed by the health practitioner.
  5. The school must keep records of administration of medication in the administration of medication file.

### **Emergency Medication**

6. Emergency medication is subject to the same request and recording systems as non-emergency medication, with additionally signed CONSENT and written Individual Care Plan.
7. This type of medication will be READILY AVAILABLE.
8. Consent and Care Plan to be kept with the medication.
9. The Care Plan must be checked and reviewed annually.
10. It is the parents'/guardians' responsibility to notify school of any change in medication or administration.

## **Pupil Health & Administration of Medicines in School Policy**

### **Introduction**

North Tyneside Council has produced guidance entitled “Managing Medicines in School” which has informed and formed the basis of this policy. A copy of this document is stored on the school computer system.

LAs, schools and governing bodies are responsible for the health and safety of all children in their care. This policy is based on guidance involving:

- the Children and Families Act 2014;
- Supporting pupils at school with medical conditions (Statutory guidance for governing bodies of maintained schools and proprietors of academies in England, 2015);
- Statutory Framework for Early Years Foundation Stage, April 2015, March 2017;
- North Tyneside Council Guidance on Managing Medicines in Schools, Sept. 2017

### **What the Act says:**

- From the **1<sup>st</sup> September 2014**, governing bodies have had a statutory duty to ensure schools make arrangements to support pupils with medical conditions.
- Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children.
- No child with a medical condition should be denied admission because arrangements for their medical condition have not been made.
- **Medicines should only be administered at school when it would be detrimental to a child’s health or school attendance not to do so.**
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Although administering medicines is not part of teachers’ professional duties, they should take into account the needs of pupils with medical conditions that they teach and have a duty of care.
  - **Head teachers should make sure that school staff are appropriately insured**

## **Aim**

It is the aim of Wallsend Jubilee Primary School to support any child who has medical needs or requires on-going medication during school hours or whenever the child is in our care.

Generally speaking, the administration of medicines is the responsibility of parents. There is no requirement for Headteachers or staff to undertake these responsibilities. The act of administering medicine is purely voluntary. However, in recent years there has been a general increase in the number of children in school requiring medication and although the school believes that medicines should normally be given to children at home, we understand that there is a need for the same to be administered during school hours on occasion. There is also a need to fully support pupils with more complex medical conditions.

## **Role of School Staff**

The Headteacher has overall responsibility for implementing the policy and procedures for dealing with medical needs. All parents have access to the policy via the school's website or via the front office.

School staff who have a pupil with medical needs in their class will be told of the nature of the condition and as to when the pupil may need extra attention.

The Headteacher will arrange if necessary for that teacher to meet with the parent/carer or medical adviser of the child so that full understanding is reached. They will also be made aware what action should be taken if an emergency should arise. Any training requirement which arises following admission of or diagnosis of a child with a medical condition, will be arranged through School Health with the support of the Local Authority.

All supply staff will be made aware of medical needs and back up cover will be provided when the member of staff responsible is absent or unavailable.

At different times of the school day other staff may be responsible for these children (e.g. teaching assistants, midday supervisors) and accordingly, they too will be informed of any medical needs of the child in question.

## **Role of Parent/Carer**

Parents/Carers are a child's main carers. They are responsible for making sure that their child is well enough in the first place to attend school. If a child is generally unwell, they should not be in school until they are fit to take part in the normal school day activities. If

a child is unable to attend school because of illness, the school should always be informed by 9.30am on the first day of absence.

For children with more complex medical requirements or conditions, as outlined above, schools may draw up a Health Care Plan in consultation with parents, staff and the child's medical practitioner, where possible.

If medication is required to be administered, an "Administration of Medication form" will need to be completed and signed by the parents/carers. The school will maintain the Pupil Medication Record, noting the date, time and dose of medication given and initials of the staff member administering the medication.

It is the responsibility of the parent/carer to provide the child's school with any change of information about their medical condition and any treatment required. It is also the responsibility of parents to deal with the disposal of any medicines no longer required / left at the end of treatment. These will only be handed to a parent/carer.

All medicines will be returned to parents/carers at the end of each academic year, along with a new Administration of Medication form to be completed and returned with new medication in the following academic year, if medicine still needs to be taken.

### **Off-Site Activities and School Trips**

Pupils with medical/health needs are positively encouraged to participate in such activities wherever safety permits. It is the school's policy to ensure that a trained first aider accompanies every school trip and is equipped with a HSE compliant fully stocked first aid kit, and an accident book.

The first aider accompanying the trip/activity will liaise with office staff who are familiar with the child's medical condition and treatment to ensure that medication administration information is readily available and that the medication is packed into the first aid kit to support the pupil's needs. Staff supervising off site activities and trips should ensure they are fully aware of the relevant health care or medical needs of the pupils in their care.

### **Policy Implementation**

Many children will need to take medication at some point during their school life. Generally, this will be for a short time only e.g. to finish a course of antibiotics or to apply a lotion. Parents will be encouraged to ask the prescribing doctor or dentist to prescribe dose frequencies so that the medicine is able to be taken outside school hours, where possible, however we understand that this is not always possible.



Any request for medication to be administered must be in writing in the form of an Administration of Medication Request Form. Any changes in the medication requires the school to be informed immediately and a new Administration of Medication Request Form to be completed with the new medication details, dose and/or frequency included.

It is important for the school to have sufficient information about the medical condition of any child with long term medical needs. As stated, it is the responsibility of the parent/carer to inform the school when the child is admitted to school or when a child develops a condition. The school will then in consultation with parents and staff draw up a Health Care Plan as described.

Wallsend Jubilee Primary School has a locked cabinet in which to store necessary medicines, and a fridge for those which need to be refrigerated. These are both held in the School Business Manager's office. The cabinet will be kept locked unless accessing the medications. All staff should be aware of the whereabouts of these medicines in relation to the particular child who may need access to the medicine.

All medicines should be presented to the school in the original container as dispensed by the pharmacist and include the prescribers instructions for administration. Medicines should be brought into the school by the parent/carer. If a child refuses to take medication, staff will talk to the child and record his/her reason for refusal. The school will then inform the child's parent/carer as soon as possible of the refusal and request that they attend school to deal with the situation.

The following standard practice will be followed by school staff if they volunteer and undertake administration of medicines:

- Medicines will only be accepted/administered by trained members of staff
- Check identity of the child
- Check written instructions received by the school on the Administration of Medication form, transcribed onto the whiteboard for all first aiders to see and confirm with details on the medicine container
- Check the prescribed dosage
- Check the expiry date of the medicine
- Check the timing/frequency details
- Check record of last dosage given (to avoid double dosage)
- Measure out the prescribed dose
- Check the child's name on the medicine again
- Complete written record of dosage given, including date, time and signature.

If the member of staff is in any doubt about any of the details, they should check with the child's parent or doctor before giving the medication.

Normally when a child/young person becomes unwell at a school or is injured in an accident, (other than minor cuts or bruises), the school will arrange for them to be looked after in a quiet, comfortable place and arrange for the parent/carer to collect them as soon as possible. It will then be the responsibility of the parent/carer to accompany the child to their GP surgery or hospital outpatients department as appropriate.

### **Non-Prescribed Medication**

Non-prescribed medication, such as paracetamol and ibuprofen may be administered in school for a maximum of 48 hours, after which if symptoms are still present, a professional opinion should be obtained. This is in place to avoid absence whereby by not administering the medication, a child's attendance at school would be affected. Parents/carers are to provide this medication, appropriately labelled and complete an "administration of medication" form as per normal practice. Non prescribed medication containing aspirin will not be administered at school .

### **Emergency Situations**

In some situations, however, it may be necessary for professional medical care to be sought immediately, e.g. suspected fractures, serious eye injuries, serious head injuries, acute illness or other serious medical conditions that will not respond to first aid treatment. The school will call an ambulance in such cases and communicate the situation to the parents.

Where a child has to be transported to hospital and it has not been possible to arrange for a parent to accompany them, a first aider and another member of staff will attend with the child and remain at the hospital with them until a parent arrives. Consent for all pupils to receive emergency procedures/medication has been received via the new GDPR consent form.

Consent is generally not required for any life saving emergency treatment given in Accident and Emergency Departments. However, awareness is required for any religious/cultural wishes i.e. blood transfusions, which should be communicated to the medical staff for due consideration.

In the absence of the parents to give their expressed consent for any other non-life threatening (but nevertheless urgent) medical treatment, the medical staff will carry out any procedures as deemed appropriate. The member of staff accompanying the child cannot give consent for any medical treatment, as he/she does not have parental responsibility for the child.

Ratified by Governing Body on: October 2018

Signed:  Mrs M Scott (Chair of Governors)

Policy to be next reviewed: October 2020