



## Administering Medications Policy

**General Statement**

This document is a statement of the aims, principles and strategies for dealing with children with medical needs who require medication to be administered while at school or for children who require medication for short periods of time. This policy is in accordance with the Compliance Duty that came into force on 1<sup>st</sup> September 2014 requiring schools to make arrangements to support pupils with medical conditions. It is not a policy to be taken in isolation and should be read in conjunction with relating school policies on Inclusion, Equal Opportunities, First Aid Policy and the school's Accessibility Plan.

Kensington Primary School is committed to ensuring the safety and wellbeing of all our children. It is recognised that both frequent short term and isolated long term absences are likely to impact the pupil's attendance and emotional wellbeing. Whilst schools are not compelled to administer medication to children because of the risks involved and possible legal consequences, we will, wherever possible, assist children and parents/carers by administering prescribed medicines in school time in line with the policy below.

At the beginning of each school year or when a child joins the school, parents/carers are asked if their child has any medical conditions including asthma on their enrolment form. This information is collated and stored in a single register that has details of specific medical conditions and any medication required.

### **Medication**

Parents should, wherever possible, administer or supervise the administration of medication to their children. This may involve the child being picked up to go home during the lunch break or by the parent visiting the school to administer medication. We recognise that this might not always be practicable and in such cases parents may make a request for medication to be administered to the child at school.

### **Legal Obligation to Administer Medicine**

There is no legal obligation that requires school staff to administer medicines.

Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. The agreement to do so must be voluntary and where the school agrees to administer medicines or carry out other medical procedures, staff will receive appropriate training and support from health professionals. They will be made aware of the correct procedures to follow in administering medicines, and in procedures in the event of a child not reacting in the expected way.

The Head Teacher will ensure that processes are in place for all staff administering medicines, that they are fully informed of each individual child's medical condition and needs and that there are sufficient trained staff available to manage the absence of colleagues without interruption to established routines.

In some cases there may be issues surrounding the question of confidentiality, even if this is only related to embarrassment. The designation of specific staff members will help to overcome this, despite the reduction in the number of individuals then able to administer the required medication.

Pupils with medical needs transferring from another school will not be admitted until arrangements to support their needs have been completed and approved by the Head Teacher.

Similarly this school will communicate the condition and needs of pupils transferring to another school should they need specific information on a child's medical needs.

### **Prescribed medicines**

If medication needs to be administered at set times during the school day on a regular basis, the following arrangements will be made by the school with the parent or guardian to allow the school to take on the responsibility:-

- The parent or guardian will be asked to meet with the Inclusion leader and School Nurse (Care plan will be agreed by School Nurse, school and parents/guardian). We will expect them to give us all the relevant details in full. The Care Plans will be subject to annual review and update.
- In so doing, the parent/guardian consents to the school administering medication to their child(ren) for the duration of the course of medication. A copy of the parental consent form will be kept in the Medical Room.
- We will not administer any intravenous medication. We will supervise and support pupils who need to apply external medication for example pupils who might have a skin condition that require the application of medication externally
- Some pupils with chronic complaints may well be taking responsibility for administering their own medicine, including inhalers. In these cases a parental consent form (This will stated on the Care plan), together with clear instructions, must be completed, and parents must liaise closely with the child's class teacher and the school office.
- In the case of children needing to take medication four times a day such as antibiotics for a set period of time only, the parents will be required to come in and administer medication for the duration of the period. In the event that the parent is unable to come in, as a last resort they should complete a parental agreement form for the school to administer medication.

The written parental consent will be kept in a folder in the Medical Room and recorded on a Class list so that the information is available to any other teacher taking that class.

### **Non-Prescribed Medicines**

The school will not administer any medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber, unless it is done as part of an individual Health Care Plan.

It is understood that sometimes parents will need support from the school to administer general medication that has been bought over the counter for general illnesses such as coughs and colds, high temperature and fever. In the case of the parent not being available to come in and administer the medication themselves we would ask that the following is adhered:

- In the case of a child needing medication twice a day, this should be administered once in the morning before coming to school by the parent and once at night at home by the parent

- In the case of a child needing medication three times a day, the school recommends that parents give the child medication once before they come to school, the second dose given at home time or on arrival at home and the third dose given at night

If the parent feels that the child may need the medication during the day then they should complete a parental agreement form for the school to administer medication. In this case the school will ring the parent to confirm that they are administering the medication and will record this on the parental agreement form.

No child will be given any medicines without the parent/guardian's written consent.

### **Controlled Drugs**

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act, and therefore have to be strictly managed. The amount of medication handed over to the school will always be recorded. It will be stored in a locked non portable container, and only specific named staff will be allowed access to it. Each time the drug is administered it will be recorded, including if the child refused to take it. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

### **Refusing Medication**

If a child refuses to take medication staff will not force them to do so. The refusal will be recorded and the parents informed. If necessary the school will call the emergency services.

### **Patent medicines**

Cough/throat sweets etc. or lip balm should not be brought to school by pupils.

Sun tan cream may come in to school as long as it is clearly labelled with the pupil's name and the pupil can apply the cream for themselves. Pupils must not share sun tan cream.

### **General medication**

General medication such as paracetamol and aspirin is not administered at school and should not be brought to school by pupils. Parents should read the section above for non-prescribed medication if the child is taking general medication for a short term illness.

### **Training**

Any specific training required by staff on the administration of medication (e.g. adrenaline via an epi-pen etc.) will be provided by or through the school nurse or other medical professionals. Staff will be sent on relevant training as necessary. In all cases the medical professional will provide the lead.

Staff will not administer such medicines until they have been trained to do so.

The school will keep records of all staff trained to administer medicines and carry out other medical procedures. Training will be updated as appropriate.

### **Offsite visits**

It is good practice for schools to encourage pupils with medical needs to participate in offsite educational day visits and residential visits. All staff supervising visits will be aware of any medical needs, medication to be administered and the relevant emergency procedures. Where necessary an individual risk assessment should be drawn up.

It should be ensured that a member of staff who is trained to administer any specific medication accompanies the pupil and that the appropriate medication is taken on the visit.

If a child becomes unwell during a residential visit and the visit lead feels that general medication will allow them to continue their trip then we will contact the parent in the first instance to explain the situation and if permission is given by the parent then we will administer general medication. A note will be made of the medication given and the parents informed of the child's condition.

### **Menstruation**

In situations involving menstrual difficulties in pupils, the best remedial action would be either to send the child home after telephoning the parent/guardian, or remove the child from class to rest until the discomfort disappears. There are relevant disposal bins in the KS2 toilets for all pupils to use.

### **Hygiene and Infection Control**

When administering medication, all staff will follow the school's hygiene and infection control procedures by washing and sanitising their hands or wearing gloves as appropriate.

### **Staff insurance cover**

If these guidelines are followed, including the requisite to obtain parental consent, staff will be protected by the school's insurance policy against claims of negligence should a child suffer injury as a result of giving medication.

We will display a list of all the trained First aiders and Epi pen administrators.

### **What is the role of the parent?**

It is the parents' duty to inform the school of their child's allergies/medical needs. The child's medical records at school should be regularly reviewed and parents should bring in the child's most up to date medication to the school as soon as anything changes. The school, in its duty of care will update medical records for children who are known to have any medical conditions and will ask parents for the latest medication. In some cases where children will administer their own medication such as Asthma pumps, parents are required to give two medications to the school, one that is kept in the school office/medical room and one that is kept in the classroom.

### **Receiving/returning medicines**

If medication is to be administered by the school then medicines will be received at the start of the school day via the school office. Consent forms must be completed by the parent/guardian at this time.

Medicines will be returned to the parent/guardian at the end of the school day or end of the period stated on the form via the school office. **Medicines must not be brought in or collected by pupils themselves other than inhalers.**

### **Emergency Medicines**

If a pupil requires emergency medicines (inhalers, epi-pens etc.), the parents/ carers must inform the school by letter and an inhaler must be in school, at all times. It is the responsibility of the parent/carer to ensure that the medicine is not out of date and the most up to date medication for their child is given to the school.

Pupils who require emergency medication will not participate in school trips if they do not have their medication in school to take with them. Parents/carers need to inform the school by letter if the pupil no longer requires their emergency medication.

### **Where is the Medication stored?**

#### **Safe Storage of Medicines**

The school will only store and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions; this includes medicines that need to be refrigerated. Children will be informed where their own medicines are stored.

All emergency medicines, such as asthma inhalers and adrenaline pens (epi-pens), will be readily available to children and will not be locked away.

Medication will be stored in the First aid room / school office.

Inhalers will be stored in the office. The pupil will have their inhaler in class stored in a safe place.

Medical report keeping will be kept in the first aid room.

If a pupil needs medical assistance it is important that a member of the office staff accompany another staff member.

#### **Complaints**

Parents/guardians who are not satisfied with any aspect of the management of their child's medical condition should discuss their concerns with the school. If the matter cannot be resolved at this stage, a formal complaint should ensue in line with the Complaints Procedure of the school.

#### **Evaluating the Policy**

This policy and the school's performance in supporting pupils requiring medication at school will be monitored and evaluated regularly by the school and approved by the Local Advisory Board (LAB).

It will be formally reviewed every three years to ensure that the policy enables all children to have equal access to continuity of education.

Policy evaluation will focus on such areas as:

- establishing how far the aims and objectives of the policy have been met
- administration and recording of medicines given
- parents views





## Parental agreement for school to administer medicine

Kensington Primary School will not give your child medicine unless you complete and sign this form in accordance with the Medicines Policy.

Name of school/setting

Name of child

Date of birth

Class

Medical condition or illness


### **Medicine**

Name/type of medicine  
*(as described on the container)*

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency


**NB: Medicines must be in the original container as dispensed by the pharmacy**

### **Contact Details**

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to the school office

[agreed member of staff]



*The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.*

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

# Record of medicine administered to an individual child

Name of school/setting

Name of child

Date medicine provided by parent

Group/class/form

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine


Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date

Time givenDose

given

Name of member of staff

Staff initials


Date

Time givenDose

given

Name of member of staff

Staff initials


**C: Record of medicine administered to an individual child (Continued)**

Date			
Time given	Dose		
given			
Name of member of staff			
Staff initials			

Date			
Time given	Dose		
given			
Name of member of staff			
Staff initials			

Date			
Time given	Dose		
given			
Name of member of staff			
Staff initials			

Date			
Time given	Dose		
given			
Name of member of staff			
Staff initials			

Date			
Time given	Dose		
given			
Name of member of staff			
Staff initials			