



# Administration of medicines policy

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To be read in conjunction with the following policies	FIRST AID POLICY, DEALING WITH PUPILS WITH MEDICAL CONDITIONS POLICY
Signed by the Head Teacher	

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## Introduction

The Board of Governors and staff of Heather Ridge Infant School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head Teacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

## Aims

1. To provide clear procedural guidance on the Administering of Medicines and record keeping at **Heather Ridge Infant School**
2. To ensure that the children and young people in our **school** are safe and are able to attend school regularly.
3. To enable children and young people with medical conditions to be included in the school curriculum and other activities.
4. To support children and young people with complex medical conditions and or long term medical needs.

Arrangements have been made for the following:

- managing prescription medicines that may need to be taken during the day;
- managing prescription medicines on trips and outings, including school transport;
- the safe storage of medicines and accurate record keeping;
- procedures for access to medicines during emergency situations;
- adhering to risk management procedures involving medicines.

Safeguarding of children is paramount. The Governing Body has a duty under Section 175 (or Section 157, for Academies) of the Education Act 2002 to safeguard and promote the welfare of children in this school. **Heather Ridge Infant School** is responsible for adhering to Health Care Plans, maintaining and monitoring records and demonstrating that children are provided with appropriate medical support for which training has been given by qualified personnel. It should be noted that failure to adhere to Health Care Plans could affect insurance cover and increase liability.

The school will follow First Aid principles and seek to act in the interest of preserving life when in the event of an emergency. The school will accept written notice from parents / carers that relate to particular medical or religious issues that might affect the manner in which emergency cases are managed.

Where a child has a long term medical need a written health care plan will be drawn up with the parents and health professionals.

Appropriate / standard forms will be used to support the management and administering of medicines and can be found in the appendices.

## Responsibilities

### Parents/Carers

It must be remembered that the prime responsibility for a child's / young person's health rests with the parents / carers.

Where possible, prescribed or non-prescribed medicines should be administered by parents outside of the school day.

**The school has no Legal responsibility to administer medicines.**

#### Non Prescribed Medicine

The school will not be able to store or give medicines that have NOT been prescribed to a child (e.g. Calpol, Piriton, or cough medicines). We cannot give ear drops, eye drops or nose drops/spray even if prescribed. Please make arrangements to come into school if you wish to give these medicines.

#### Prescribed Medicine

If medicines are prescribed up to 3 times a day, the expectation is that parents/carers will give these medicines outside of school hours.

If medicines are prescribed 4 times a day, the school strongly encourages parents to make arrangements to come into school to administer these medicines themselves, if this is not possible, parents should talk to school staff and also make requests to administer medicines in writing to the Headteacher. **See appendix A**

**Please consider whether your child is well enough to be at school if they require medicine 4 times a day.**

If the school agrees to assist parents/carers to administer medicines, parents/carers are asked to deliver medicines to school in the original container(s) and ensuring that the medicine is not out of date and that it has been stored correctly. All medicines must be marked with the following information clearly indicated on a pharmacy label:

- the child's name on the medicine;
- the prescribed dose and pharmacist's instruction, e.g., after meals.
- Frequency of administration
- Date of dispensing
- Storage requirements

The instruction leaflet with prescribed medicines should show:

- Any side effects
- Expiry date

Parents must notify the school immediately (in writing) of any changes or alteration to a prescription requiring adjustment to be made to any previous arrangement about medicines for their child / young person.

## Refusing medicine

If your child refuses to take the prescribed medicine, staff will not pressurise the child into taking it and will inform the parent/carer the same day.

## Disposal of medicine

The school will not dispose of medication and ask parents to collect outstanding/expired medication.

## Headteacher

The Headteacher will make appropriate arrangements for medicines to be stored safely in a locked cabinet. Medicines must be kept in the container supplied which must be clearly labelled on a pharmacist label with the name of the child and instruction for usage. The school will ensure that all medicines held are not out of date and that they are returned to parents routinely after use. Some medicines (insulin, liquid antibiotics) may need to be kept in a fridge but must not be frozen. Medicine cabinets will be supervised closely and emptied at least once each term.

The Headteacher will make suitable arrangements in partnership with parents that enable children / young people to maintain a prescribed course of treatment. They will liaise with staff / parents / nominated support so that recommended medical treatment can be sustained, and that those people are appropriately trained to administer medication. Staff will not be directed to administer medicines; however, they can choose to volunteer to do so if they so wish. All staff will be advised to refer to advice from their professional associations before volunteering to administer medicines.

Together with school Governors, the Headteacher will review this policy at appropriate intervals, in line with local advice, so that the well-being of children and young people and their health is safeguarded.

The Headteacher will ensure that all staff and parents/carers are aware of this policy and the procedures for dealing with medical needs at **Heather Ridge Infant School**.

## Heather Ridge Infant School will ensure the following:

- staff work in partnership with parents/carers to ensure the well-being of child and young people;
- that interruption to school attendance for medical reasons will be kept to a minimum;
- staff who have agreed to administer medicines will receive the appropriate training;
- adherence to Health Care Plans;
- that records are maintained detailing an accurate history of the administration of medicines for the school;
- that information recorded when administering medicines includes: name of child / young person, the name of the medicine to be administered, confirmation that the medicine is being given, the dosage given and the name and signature of the person administering or supervising, the date and time that the medicine was administered;
- that suitable back-up systems are in place to cover the administration of medicines staff duties in the event of staff absence;
- if there are any doubts or confusion about arrangements for administering medication, staff must consult with the parents and Headteacher;

- that no child or young person under 16 will be given medicines without their parents' written consent;
- all cultural and religious views, made known to the school in writing, will be respected;

The school is committed to assisting children with long-term or complex medical needs and working in partnership with their parents /carers to enable full access to schooling.

## **Staff Training**

Most medicines to be administered will not require professional training; however, the school will ensure that staff supervising the administering of medicines will understand that accurate records are to be kept and are completed at the time of being administered.

Staff who maintain these records should be clear about what action to take, (such as referring to the Designated Senior Person for Child Protection) if they become concerned about the welfare of an individual pupil.

If a Health Care Plan is applied to particular children / young people additional training must be given by a nominated Health professional, e.g., use of a nebuliser, using Epipens. Training received or cascaded from parents will not be accepted unless otherwise instructed by a health professional. Record of Training Forms must be completed by the Health Professional and copies held both with the child/young person's records and by the supervising member of staff (or the Headteacher).

## **Reasonable adjustments**

The school understands it's duties under the Equality Act 2010 to make reasonable adjustments and enable children and young people to have equitable access to education. Children and young people with complex or significant medical needs will be included in activities for as much as their health permits.

## **Child or young person refuses, or not well enough to take medicines**

If a child refuses to take medicine as prescribed, the records must state this clearly and the parents/carer must be informed immediately. Children / young people will not be forced to receive medicine if they do not wish to do so. (E.g., see '*Managing Medicines in Schools and Early Years Settings*', Form 6 – enter REFUSED in the 'dose given' column.)

If a child or young person is ill / injured and therefore unable to receive the agreed prescribed medication, the person designated to supervise the taking of medicine will consult with parents / carers immediately and advise the Headteacher of their actions. If the child vomits or has diarrhoea soon after receiving medication, parents must be contacted so that they can seek further medical advice.

## **Routine Medication**

Non prescribed medicine will not be administered by the school. This includes cough syrups, pain killers, creams, eye/ear and nose drops. Parents should make arrangements for children to take this medication when at home and should not send it to school.

## **Self-medication**

In some cases, it might be appropriate that children/ young people self-administer medicines, e.g., inhalers, epipens. The school will encourage those with long term medical conditions to take responsibility for administering their own medication but continue to ask staff to supervise so that the appropriate records can be complete for safeguarding purposes.

## **Emergency arrangements**

Care is taken to ensure that all children and young people are safe. The school has a first aid programme in place and all staff are First aid trained and in addition, we have 2 staff members with specific Paediatric First Aid training.

Children and young people with life threatening medical conditions or that require close monitoring / supervision may have Health Care Plans issued by Health professionals that provide contact details for emergency situations, e.g., anaphylaxis, diabetes, or epilepsy. Asthma can also be life threatening. All cases deemed 'complex' or 'serious' medical conditions have emergency contact details held in the school office.

In the case of needing to call a doctor or ambulance crew staff will make sure that all relevant information is passed on and that we provide emergency services with up to date information such as: diagnosis of principle conditions, key personnel and medication taken, any knowledge of medicines that have been administered together with other relevant medical information and an agreement with parents/carers about what to do in an emergency.

## **Off-site activities / school trips**

All arrangements for medicines, including the storage of medicines, Health Care Plans, and Risk Management programmes will apply for any off-site activities or school trips. A member of staff will be appointed to ensure there are suitable arrangements for storage, and recording of the medicines when assessing any risks associated for the trip, particularly for those children and young people with long term or complex health conditions.

All off-site activities will be evaluated in terms of proximity and accessibility to emergency services and any implications for those with short or long term medical conditions before receiving approval to go ahead from the Headteacher / Governors.

## **Equality Statement**

Heather Ridge Infant School is mindful of its Equality Duties; respecting religious belief and ensuring that support is provided for those with disability needs that might be affected by this policy. Where there are language or communication issues, and to avoid any misunderstanding, the parents / carers and Headteacher will agree an appropriate course of action. The Headteacher will engage interpreters or signers when required to ensure that full understanding of a child's / young person's medicine needs is determined accurately.

## **Procedure for administering Medicines.**

1. Medicines to be received, stored, administered and recorded by the members of the first aid team, usually the Office Team.
2. Parents to complete the necessary pro forma and to personally hand the form and the medicine to the Office Team or other staff member nominated by the School Business Manager or Headteacher.
3. Medicines to be stored in a secure, locked cupboard or fridge as appropriate.
4. Children who are to receive medicines will be collected by the Office Team or other staff member nominated by the School Business Manager or Headteacher and accompanied to the dedicated first aid area.
5. A visual check, against the name of the child on the medicine packet/bottle will be carefully checked with the name of the child who is attending the medicine administration.
6. A record will be made of the dosage date and time.
7. In the event that the Office Team is absent from work the above duties will be undertaken by a member of staff appointed by the School's Business Manager or Headteacher.



## School Illness exclusion guidelines

**Please check your child knows how to wash his/her hands thoroughly, to reduce risk of cross-infection. School attendance could be improved for all if children and families wash and dry their hands well 5 or more times a day.**

Chickenpox	Until blisters have all crusted over or skin healed, usually 5-7 days from onset of rash.
Conjunctivitis	Parents/carers expected to administer relevant creams. Stay off school if unwell.
Nausea	Nausea without vomiting. Return to school 24 hours after last felt nauseous.
Diarrhoea and/or vomiting	Exclude for 48 hours after last bout (this is 24 hours after last bout plus 24 hours recovery time). Please check your child understands why they need to wash and dry hands frequently. Your child would need to be excluded from swimming for 2 weeks.
German measles/rubella	Return to school 5 days after rash appears but advise school immediately as pregnant staff members need to be informed.
Hand, foot and mouth disease	Until all blisters have crusted over. No exclusion from school if only have white spots. If there is an outbreak, the school will contact the Health Protection Unit.
Head lice	No exclusion, but hair treatment <b>must</b> be given. Then every three days for next 2 weeks the hair must be combed through thoroughly to remove all lice
Cold sores	Only exclude if unwell. Encourage hand-washing to reduce viral spread
Impetigo	Until treated for 2 days and sores have crusted over
Measles	For 5 days after rash appears
Mumps	For 5 days after swelling appears
Ringworm	Until treatment has commenced
Scabies	Your child can return to school once they have been given their first treatment although itchiness may continue for 3-4 weeks. All members of the household and those in close contact should receive treatment.
Scarletina	For 5 days until rash has disappeared or 5 days of antibiotic course has been completed
Slapped cheek	No exclusion (infectious before rash)
Threadworms	No exclusion. Encourage handwashing including nail scrubbing
Whooping cough	Until 5 days of antibiotics have been given. If mild form and no antibiotics, exclude for 21 days.
Antibiotics	First dose is to be given at home
Viral infections	Exclude until child is well and temperature is normal (37 degrees).

## Appendix A -Parental Consent form

Heather Ridge Infant School has a duty of care to provide a safe and happy environment where all children will be cared for and treated in a manner which enables them to feel secure at all times.

Neither teachers nor support staff has a legal or contractual duty to administer medicines or provide health care. **Consequently, medication that can be given at home, should be given at home.**

However, when the taking of medication is necessary during the school day (typically 4 times a day) this **will only be undertaken** when clear written instructions and consent have been provided and where nothing more than administration is required. If school time medication is essential (typically 4 times a day) please complete the form below.

Name of Child:		
Class:	Home Telephone Number:	
Date of Birth:	Parent/Carer Name and Contact Number:	
Name of GP:	GP's Telephone Number:	
Hospital Consultant (if applicable):	Hospital Telephone Number (if applicable):	
Brief Description of Medical Condition (s) and symptom (s)		
<p>I consent to my child being administered the following medication during school hours:  <i>Parents must ensure that in date medication, in a secure and labelled container as originally dispensed is supplied. The school will NOT accept items of medication in unlabelled containers.</i></p>		
Name of prescribed medicine:		
Expiry date		
Dosage required		
Time to be given		
Special precautions		
Side effects		

Procedures to take in an emergency		
Storage instructions		

### **SELF ADMINISTRATION OF INHALERS (P4-7 ONLY)**

*\*If you wish your child to carry an additional inhaler in school and wish them to self-administer, please sign the consent declaration below.*

*I would like my child to keep an additional inhaler in his/her possession and to self-administer as detailed above.*

Signed: \_\_\_\_\_ Parent/Guardian

Date: \_\_\_\_\_

### **STATEMENT OF PARENTAL CONSENT**

- I undertake to ensure that the school has adequate supplies of the medication/equipment.
- I undertake to ensure that the medication/equipment supplied by me and prescribed by my child's doctor is correctly labelled, in date, with storage details attached and that the school will be informed of any changes.
- *I understand that I must deliver the medicine personally to the school office.*
- *I also understand it is my responsibility that a supply of the required medication held in school is kept maintained and is in date.*
- *I give full permission for Heather Ridge Infant School to act in loco-parentis and in accordance with my written instructions as recorded above.*
- *I recognise it is my responsibility to inform school about any changes in the above medical requirements, in writing.*
- *I accept that the school staff members are under no obligation to administer medicines and therefore cannot be held responsible for an accidental failure to dispense it.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Carer)

Medicine received in school by: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix B – Letter to parents**

Dear Parents

### **Medicines in Schools**

A review of procedures regarding the administration of medication in schools has recently taken place and all schools are now required to operate within the framework of guidance produced by the DFE.

There is no obligation on school staff to administer medication of any kind to any pupil, and parents are asked to note that routine medicine will not be administered by the school. This includes cough syrups, pain killers, vitamins, creams, eye/ear and nose drops. Parents should make arrangements for children to take this medication when at home and should not send it to school.

Where pupils require regular medication to be administered or self-administered during the school day, parents should complete the relevant request form available from the school. You must include written guidance from a medical professional (your GP or Specialist). The written guidance on the medication will generally be sufficient.

Some pupils carry inhalers for asthma and related illness, which they self-administer at school. It is necessary that parents of pupils who carry their own medication complete the appropriate form so that an up-to-date record is held for each child carrying medication to school.

If a pupil suffers from a chronic illness requiring long term medication or where medication may be required in an emergency situation, parents must contact the Head Teacher to discuss the situation.

Yours sincerely

Head Teacher