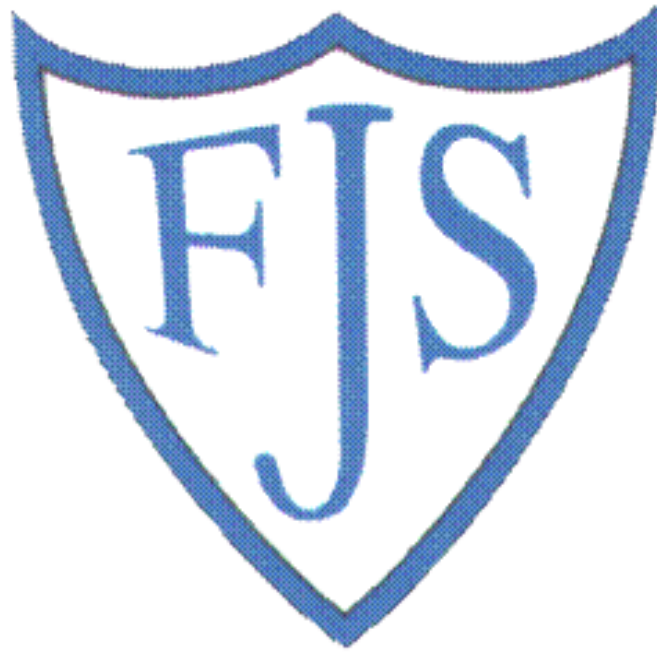


# **Forefield Junior School**



## **Administration of Medication Policy**

**September 2014**  
**Review 2017**

# POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

**At Forefield Junior School we believe that everyone has the right to be happy, safe and respected in a friendly, stimulating environment. We promote high standards of teaching and learning with clear expectations of courtesy and behaviour. We value individuality and encourage all to achieve their full potential. Through working together and open communication we strive to prepare children to succeed in society.**

## **Policy Overview**

There are an increasing number of children attending mainstream schools with medical conditions. Schools, acting in *loco parentis*, have a duty to take reasonable care of children which includes the possibility of having to administer medicines and/or prescribed drugs. This may be required by pupils for regular medication or those requiring occasional dispensing of medicines. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

- The staff of Forefield Junior School wishes to ensure that pupils with medical needs receive proper care and support at school.
- Children recovering from a short-term illness/infection who are clearly unwell should not be in school and the Headteacher can request that parents or carers keep the pupil at home if necessary.
- If the parent or carer requests that the school administer medication (prescribed and non- prescribed), the Headteacher will allow this on the condition that the school's Permission to Administer Medicine form is completed and signed by the parent. If the instructions have not been given in writing, it will not be possible for the school to accept responsibility for administering the medication. In exceptional circumstances a telephone call may be made to the parent / carer to obtain verbal consent. A record will be kept in the medicine record book.
- Medication will not be accepted anywhere in school without the complete written and signed instructions from a parent on the Permission to Administer Medicine form. This form is available to download from the school website: [www.forefieldjuniors.co.uk](http://www.forefieldjuniors.co.uk)
- Any parent requesting the Permission to Administer Medicine Form will be directed to a copy of the school's Administration of Medication Policy, available on the school website.
- Controlled drugs are subject to the prescription requirements of Drug Regulations. The prescribing doctor is responsible for informing the patient or family of the patient when a drug belongs to this group. They are most unlikely to be prescribed to children at school except methylphenidate (Ritalin, Wquasym, Concerta).

- Only reasonable quantities of medication should be supplied to the school by a responsible person and this should be recorded on the Permission to Administer Medicine form.
- Unless otherwise indicated, all medication to be administered in school will be kept in the designated, clearly identified cupboard or refrigerator located in the school office.
- The school will maintain a record with details of when medication has been administered to the child on the Administering Medication Record.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication under staff supervision.
- It is the responsibility of parents to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.
- Staff who volunteer to assist in the administration of medication will receive all necessary training where appropriate through arrangements made with the relevant Service Health Provider.
- All staff understand and are trained in the school's general emergency procedures.
- The school will make every effort to continue the administration of medication to a pupil whilst on school trips away from the school premises, even if additional arrangements might be required. Separate, formally agreed arrangements are acceptable on education visits that involve an overnight stay. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

## Procedures for the Administration of Prescribed Medication

### Step 1

Parents will inform the Head / Deputy Headteacher in writing of any medication required to be taken by their child whilst on the school premises.

If the parents wish the school to administer or oversee the administration of the medication 'in loco parentis', they should complete:

#### **FORM 1 – Permission to Administer Medicine form**

The following information should be provided on the Permission to Administer Medicine form:

Name of child  
Name of medication  
Reason for medication  
Dosage  
Frequency of dosage  
Start date  
End date  
Storage requirements (if important)  
Expiry date (if available)

The form should be signed by the parent or guardian and retained in the school office for reference by staff involved.

### Step 2

The parent or guardian should hand in medication to the Headteacher, Deputy Headteacher, Class Teacher or Secretary. The school will only accept items of medication which are in labelled containers. Each item of medication must be clearly labelled with the pupil's name.

Each item of medication **must** be in its original packaging including the prescriber's instructions. Only the prescribed/recommended dose will be administered, this cannot be changed unless written instructions are given from a medical professional. and handed directly to the Headteacher, Deputy Headteacher, Class Teacher or School Secretary.

### Step 3

Medication will be stored in a secure location within the school ( cupboard in the main school office). The medication will be administered or a member of staff will oversee the self- administration of the prescribed medicine according to the instructions given on the Permission to Administer Medicine form.

A record of each dose given will be kept on FORM 2 - Administering Medication Record - to avoid under/overdose.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

In complex cases, parents may be asked to visit the school during the day to administer the medicine in person.

## **Injections**

- With the exception of auto-injectors and agreed as part of a Health Care Plan, under **no circumstances** should any member of staff administer an injection.
- In an emergency, and in accordance with the information given in the DfES guidance, an adrenaline injection such as an EpiPen can be administered for anaphylaxis.
- Where a child requires insulin during the course of the school day, it is the responsibility of the parent, in conjunction with an agreed Health Care Plan to determine how this support takes place.

## **Hygiene and Infection Control**

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

## **Parental Considerations for the Administration of Prescribed Medication in School**

Whenever possible, parents are asked to encourage doctors to prescribe medication in 'dose frequencies' which enable the medicine to be taken outside school hours. Pharmacists should be asked to provide medication in separate containers (i.e. one for school use only) or it might be necessary for parents to request a separate prescription from the Doctor for medicines to be used in school.

## **The Administration of Non-Prescription Medication**

If a child has regular symptoms that may benefit from the administration of analgesics, parents should ensure that a supply of medication is available in school and that the appropriate Form 1 - Permission to Administer Medicine form - is completed.

## **Storage and Administration of Medicine**

- At school, all medication, other than asthma inhalers, should be stored in a designated, clearly identifiable cupboard or refrigerator. This should be accessible to all staff members but inaccessible to pupils.
- Controlled drugs such as Ritalin must be kept in a locked non-portable container to which only named staff should have access.

- Medicines must be kept away from first aid boxes and a duplicate key to the medicine store must be available in case of emergencies.
- Medicines for external use should be kept separate from those for internal use.
- Medicine should have been dispensed within the last three months and the school must maintain records of all medicines received and returned to parents.
- Up to date contact telephone numbers for parents must be kept by the school so that they can be contacted at any time. Any changes in personal details must be passed on to the school immediately.
- Any surplus medicines will be handed back to parents at the end of a course of treatment.
- Asthma inhalers and Epi-Pens and any other medication needed in an emergency will be kept in the child's classroom (but out of reach of pupils). Staff will be notified of the location of emergency medicines via the medical needs board situated in the staff room.

### **Disposal of Medicines**

Staff should not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to a Pharmacy for safe disposal.

### **School Trips**

It may be necessary to administer medication to pupils whilst on school trips. In general, pupils with medical needs will not be excluded from school trips unless there are sound medical or health and safety reasons.

- Before taking children off the school premises, the member of staff in charge will check that any medication or equipment that needs to accompany pupils is safely packed.
- For the administration of prescribed medication on a day trip, staff will follow the parental instructions given on FORM 1 - Permission to Administer Medicine form.
- In more complex cases, and where Health Care Plans are in operation, the Group Leader will have familiarised themselves with the details contain within their plan.
- Where appropriate, emergency contact details (especially for children with a Health Care Plan) must accompany each member of staff on each visit away from school.

- Wherever possible but especially in Key Stage 2 (Years 3 – 6), asthma inhalers will remain the responsibility of the pupil. The member of staff in charge of the trip will check to ensure that asthma inhalers are being carried by those who need them before leaving school.

## **Residential Trips**

Once again, in general, pupils with medical needs will not be excluded from school trips unless there are sound medical or health and safety reasons.

- Prior to the trip parents will be asked to complete all the necessary paperwork stating any medical needs for their child.
- The administration of both prescribed and non-prescribed medication during the course of a residential trip will be controlled by the parents completing FORM 1 - Permission to Administer Medicine form.
- Responsibility for the collection and administration of all medicines on a residential trip will be given to a named member of staff accompanying the trip.
- A separate meeting will be held with families of pupils whose medical needs are subject to an individual Health Care Plan. Where necessary, external health care professionals will also be invited to this meeting to ensure that the child's medical needs can be met by the teaching staff during the residential trip.
- Wherever possible but especially in Key Stage 2 (Years 3 – 6), asthma inhalers will remain the responsibility of the pupil. The member of staff in charge of the trip will check to ensure that asthma inhalers are being carried by those who need them before leaving school.
- During the Parents' Information Evening, parents will be asked to provide a spare asthma inhaler which will be kept by the member of staff responsible for medicines during the course of the residential.

## **Emergency Procedures**

In extreme emergencies e.g. an anaphylactic reaction or diabetic coma, certain medicines can be administered or supplied without the direction of a medical practitioner for the purpose of saving life.

- All staff will be made aware of how to contact persons trained to administer medication in an emergency.
- Where possible, all staff will be trained (and will have given their permission) to administer emergency medicine for the purpose of saving life.
- Emergency medicines will be kept in the child's classroom but out of reach of pupils. Staff will be notified of the location of emergency medicines via the medical needs board situated in the staff room.

- Emergency medicines named in individual Health Care Plans will always be readily available.
- All staff will be aware of how to contact the emergency services and they will have access to information about the child's condition.

## **Health Care Plans**

Where a child's medical needs go beyond the normal practice of completing FORM 1 - Permission to Administer Medicine form, the Headteacher / Deputy Headteacher will convene a meeting to agree a Health Care Plan. Parents, the pupil and professionals from the school's health team will be invited to attend this meeting.

- Responsibility for drawing up a Health Care Plan rests with the Headteacher in consultation with the SENCO.
- The Health Care Plan will be child specific and detail:
  - Procedures to be followed in an emergency Medication (full drug name and dosage instructions)
  - Day to day care – food management and information about blood sugar levels etc
  - Consent and Agreement by: Parents / Carers The appropriate Health Care Professional The Headteacher or nominated representative such as the SENCO The child (if appropriate)
- Following the completion of the Health Care Plan, the named Health Care Professional may be asked to raise awareness of the condition to school staff.
- If associated training is required to support a child with specific medical needs, then the parents hold responsibility until such time as that training has been delivered in school.

## **Absence as a Result of a Medical Condition**

In cases where pupils are absent for periods of less than 15 working days, parents will follow the normal arrangements for informing the school. If the length of period of absence can be anticipated, then it may be appropriate for the Class Teacher to provide the pupil with a pack of work to do at home.

Where an absence exceeds 15 working days, parents will need to provide the school with a letter from a medical practitioner containing details of the medical condition or intervention and information about the estimated period of absence.

In cases where a child will be absent from school for a period in excess of 15 working days or where a child will miss school as a result of recurrent or regular treatment, then special education provision will be provided for the pupil in order to ensure continuity of education.

The school, with the parent's co-operation, will maintain contact with the pupil who is unable to attend in order to monitor progress.



In cases of extended absence, regular review meetings will be held to ensure that the educational provision provided is best matched to the child's needs.

## **Confidentiality**

Staff will not disclose details about a pupil's medical condition without the consent of the parents and, where appropriate, the pupil.

Where parents, or the pupil, decide not to disclose details of medical conditions, they will be asked to indicate certain aspects of school activity that should not be undertaken such as Design and Technology or Physical Education.

Whether and how much members of the school community should know about a pupil's medical condition is not a matter for the school to decide. However, depending on the circumstances, the school may feel that they cannot safeguard a pupil without sharing information and may wish to add this disclaimer to any agreed Health Care Plan.

In some cases, and with the support of the parents and pupil, staff will raise awareness of a pupil's medical condition with the rest of the class as this can be helpful both educationally and emotionally.

On occasions the school might decide to call on a health care professional to speak to the children about a child's medical condition. However, permission will be sought from both the pupil and parents before a meeting of this kind takes place.

If at any time a member of staff has concerns over the safety or welfare of a pupil, then the normal safeguarding procedures would take effect.

## **Duty of Care**

When administering medication, there is a legal requirement to exercise reasonable care to avoid injury.

Staff who administer or oversee the administration of medication would be considered to be discharging their duty of care 'in loco parentis' i.e. the degree of care exercised as that undertaken by the average careful parent in the same circumstances.

Provided the administration of medication is controlled, for instance by following the guidelines of this policy and the parental instructions given in FORM 1 - Permission to Administer Medicine form, the risk of injury will be minimised and the member of staff administering medication may therefore be considered to have exercised reasonable care.

## **Training**

All staff likely to come into contact with a pupil who has a medical condition and who may require urgent medical attention will receive sufficient information and / or awareness training to enable them to recognise symptoms of the condition and take appropriate action in the event of an emergency.

All staff will receive training on the use of epi-pens and awareness training relating to asthma and diabetes.

## **Summary of Procedure to Dispense Medication**

- Permission to Administer Medicine form must be completed by the parent / carer.
- Medicine must be in original packaging, clearly marked with name of child, class and dose to be administered.
- Recommended / prescribed dose will not be exceeded without written permission from a medical professional.
- All medication given must be recorded and witnessed on Administering Medication Record form.
- It will be the parent / carers responsibility to collect medication at the end of each school day where necessary.
- Medication being taken out of school on trips or visits must be accompanied by FORM 1 and is the responsibility of a member of staff at all times.

# ADMINISTERING MEDICINE

## PERMISSION TO DISPENSE FORM

In order for your child to receive prescribed medicines (eg. Antibiotics) whilst in school, you need to complete and sign the form below. This form needs to be completed, signed and dated on the day the medicine needs to be given. Please bring prescribed medicines only when your child attends school and take them home again when your child leaves (the only exception could be spare inhalers/epi-pens supplied by the parent/carer in case of emergency). All medicine must be clearly marked with the child's full name and prescribed dosage. **Staff cannot administer prescribed medicine without parents' written permission on the day the medicine is to be given.**

To be completed by the parent/carer for prescribed medicine:

FULL NAME OF CHILD:  CLASS:

NAME OF MEDICINE:

MEDICINE FOR THE TREATMENT OF:

START DATE:

END DATE:

DAILY DOSAGE:

DOSAGE	TIME

SIGNED BY PARENT/CARER  DATE:

