

Hothfield Junior School

Policy for Administration of Medication in Schools

Approved:

- The Governors and staff of Hothfield Junior School wish to ensure that pupils with medical needs receive care and support in school. Pupils should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school trips etc.
- The Headteacher will accept responsibility for members of school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.
- Medication can only normally be accepted in school where it has been prescribed by a doctor. In other cases, e.g. where a pupil suffers regularly from acute pain, such as migraine, parents may authorise and supply appropriate pain killers for their child's use. Aspirin will not be permitted or administered unless there is written authorisation from a medical professional for this to be administered. The requirements in the Policy as to consent, provision of information, labelling etc ... of prescription medicines also apply to non-prescription medicines.
- Medication will not be accepted without written parental instructions as to administration. This should be provided in conjunction with the GP or other medical professional as appropriate.
- The School Office First Aider will consider in each case the nature of the medication to be administered, any potential risks and all other relevant information before deciding whether in any particular case medicine can be administered in school or needs to be discussed and authorised by the Headteacher. Where there is concern about whether the school can meet a pupil's needs the School Office First Aider should seek advice from the school nurse or doctor, the child's GP or other medical adviser.
- Short term medication must be delivered in its original container and handed directly to the office or person authorised by the Headteacher. The school will not accept medication which is in unlabelled containers.
- Long term medication. Parents must discuss the medication with the School Office First Aider and the arrangements for storage. Some medication, typically asthma inhalers, should be kept and administered by the child themselves. (See next point)
- Where appropriate pupils will be encouraged to self-administer their own medication under staff supervision. Parent/carers will be asked to confirm in writing their consent to this. The Headteacher must approve pupils carrying and administering their own medicine. In deciding whether to permit this the Headteacher will take into account the nature of the medication, the age of the pupil and the safety of other pupils.
- Where a pupil travels on school transport with an escort parents/carers should inform the escort of any medication sent with the pupil or should hand the medication to the escort for transporting to the school.

- Each item of medication must be clearly labelled by the parent with the following information:
 - **Pupil's name**
 - **Name of Medication**
 - **Dosage**
 - **Frequency of dosage**
 - **Date of dispensing**
 - **Storage requirements (if necessary)**
 - **Expiry date**

- Staff who volunteer to assist in the administration of medication must receive appropriate training/guidance identified by the Headteacher in liaison with Health professionals if necessary.

- The Headteacher or his/her representative will seek the advice of healthcare professionals on the type of training required for each authorised member of staff and what types of medication that training covers.

- Parents/carers should be advised that it is their responsibility to notify the school of any changes to a child's medication.

- Under no circumstance will a pupil under the age of 16 be given aspirin unless there is evidence that it has been prescribed by a doctor.

- Unless otherwise indicated, all medication to be administered will be kept in a locked filing cabinet.

- The school member of staff administering the medication must record details of each occasion when medicine is administered to a pupil.

- If pupils refuse to take medication, the school staff should not force them to do so. The school should inform the child's parents as a matter of urgency, and may need to call the emergency services.

- Medicines must be in date, labelled, and provided in the original container with dosage instructions. Medicines which do not meet these criteria will not be administered, with the exception of insulin which is acceptable to use if it is in date but in a different container, such as an insulin pen.

- Before administering medicine, maximum dosages and when the previous dose was taken will be checked.

- A maximum of **four weeks'** supply of medication may be provided to the school.

- When medicines are no longer required, they will be returned to the parents/carers of the pupil.

- Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.

- Medications will only be administered at school if it would be detrimental to the child not to do so.
- Hothfield Junior School cannot be held responsible for side effects which occur when medication is taken correctly.
- Where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements about what support to provide will be based on the available evidence, including a consultation with parents/carers.

- All staff are made aware of those children with Long term medical needs through a staffroom and Office poster, an insert in the class register and a list for the Lunchtime Supervisors and Kitchen staff. Adult leaders of Extra Curricular clubs are made aware of Children's medical needs through an alert on the class register.

- The procedures to be followed to implement this Policy are set out in the Procedures below and the appendices.

Administration of Medication in School

Procedures

1. Parents and carers are responsible for supplying school with all necessary information regarding their child's condition and medication. This should be provided in conjunction with the GP or other medical professional as appropriate. This information should be recorded on a standard forms.i.e.
 - **Authorisation for the administration of medication by school staff** *appendix 1* or
 - **Parental agreement for a pupil to carry and administer their own medication** *appendix 2,*

This records the consent of the parent to the administration of medication which should be updated when necessary. This form should be kept in an accessible place with the medicine. For long term medication e.g. Insulin, Epipens etc, a signed copy will be given to parents if relevant.

2. Where a parent of a child under 16 requests that the pupil carries and administers his/her medication they should complete *appendix 2*. The School Office First Aider will decide whether to grant this request taking into account the pupil's age, understanding, the nature of the medication and the safety of other pupils.
3. Procedures for those children with long term medication needs will be outlined in a Care Plan. This will be kept in the School Office in the Medical file. A copy of the care plan will be kept with the medication and in the pupils personal file. The information will be shared with all in school who need to know.
4. In all other cases parents should be notified that all medication should be delivered to school directly into the keeping of either the Teacher or School Office First Aider in a secure and labelled container as originally dispensed.
5. Each container should be clearly labelled with the following:
 - **Pupil's name**
 - **Name of Medication**
 - **Dosage**
 - **Frequency of dosage**
 - **Date of dispensing**
 - **Storage requirements (if necessary)**
 - **Expiry date**

6. Parents should be asked to make it clear whether medication needs to be kept in school or should be collected at the end of the day.
7. Unless otherwise indicated, all medication to be administered will be kept in a locked drawer in the office filing cabinet.
8. Epipens are stored in each pupil's classroom in a marked cupboard or drawer. This must be accessible and NOT locked during the school day. These are carried with children or member of staff if away from school. E.g. school trip, MUGA etc
9. Buccalam (Midazolam oral syringe) for Epilepsy. 1 is kept in the classroom and 1 in the office filing cabinet. Both will be taken on School trips or to the MUGA.

10. Insulin for Diabetics is kept in the office filing cabinet. This will be on trips if necessary. Blood testing kits should remain with the pupil at all times.

11. Inhalers carried by children. Children should be encouraged to take responsibility for taking their own inhaler to the MUGA and at other times when they are away from class.

MEDICINES ON SCHOOL TRIPS

Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips. Staff should discuss any concerns about a child's safety with parents.

- The Trip Leader is responsible for designating a school First Aider for the trip.
- The Trip Leader is responsible for ensuring that arrangements are in place for any child with medical needs prior to a trip taking place, including ensuring that asthma inhalers are carried as required. A copy of any relevant health care plan should be taken on the trip
- The designated school First Aider on the trip will administer any medicines required and record the details.

HOTHFIELD JUNIOR SCHOOL

AUTHORISATION FOR THE ADMINISTRATION OF MEDICATION BY SCHOOL STAFF

The school can only give medication to your child when you have completed and signed this form.

PUPIL DETAILS

Surname		Class
Forname		
Condition or illness		
Medication		
Storage instructions e.g. to be kept in fridge	Will the medication be left in school or collected each day?	
Full directions for use		
For how many days will your child take this medication?		
Side effects (if applicable)		
Action to take if pupil refuses to take medication		
CONTACT DETAILS		
Name		
Daytime tel. No.		
Relationship to pupil		

Signed.....Parent/Guardian

Date.....

Medication given. To be completed by person overseeing the medication

Date	Time	Medicine	Dosage	Signature

Hothfield Junior School

Parental Agreement for a pupil to carry and administer their own medication

The school will not give your child medicine unless you complete and sign this form.

Name of child:	
Date of birth:	
Class	
Medical condition or illness:	

Medicine

Name of medicine	
Dosage and method	
Procedures to take in an emergency	

Please tick

I would like my child to be able to carry their own medication and use when needed

I confirm that my child knows how to administer their medication effectively and safely

***NB: Medicines must be in the original container as dispensed by the pharmacy.
All inhalers should be labelled with the child's name.***

Contact details

Parent/ Carer's name	
Daytime telephone number	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	The School Office

The above information is, to the best of my knowledge, accurate at the time of writing.

Signature _____

Date _____