



## Policy on the Administration of Prescribed Medications In School

<b>Person responsible</b>	Bursar
<b>Last update</b>	September 2018
<b>Frequency of Review</b>	Annual
<b>Date of last review by Governors</b>	September 2017
<b>Date of next review by Governors</b>	September 2018

This policy applies equally to Reception (EYFS), Key Stage 1 and Key Stage 2 as taught at Bute House.

## General

The Governors and staff recognise that many pupils will at some time need to take medication at school. While parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and the staff and Governors wish to do all that is reasonably practicable to safeguard and promote children's welfare.

## Responsibilities

The School takes responsibility for the policy on administration of medicines during school time in accordance with government's guidelines. **Parents have a mandatory duty to provide medical information to the school.**

The Head is responsible for the implementation of this policy and report as required to the Governors. Dr Sherman is the Medical Governor and will advise the Head on the content and implementation of the policy.

Medication will normally be administered by the Senior First Aider or other Duty First Aider.

Classroom assistants, PE and games staff, or staff taking pupils on residential educational visits, who volunteer their services, are given training to administer first aid and/or medication to pupils.

## Staff Indemnity

The school fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following the school's policy.

## Guidelines

### Records

On admission of the pupil to the school, all parents will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication, or occasional medicine
- emergency contact numbers
- name of family doctor/consultants
- special requirements (for example dietary)

At the beginning of each academic year all parents will be required to up-date this medical information.

## Administration of the Medication

The school expects that normally parents will administer medication to their children at home.

Any requests for medicine to be administered at school must come from a parent in writing on the **Request for School to Administer Prescribed Medication Form** and each request will be considered on an individual basis.

The Form will include

- name of parent and contact number
- name of child and class
- name of medicine
- name of doctor who prescribed it, and contact details
- precise dosage
- how it should be kept and stored
- how it is to be administered
- when medication should be given
- duration of treatment/or regular medication
- any other instructions
- a note of any side-effects
- self-administration for example, inhalers

The Form will end with the following consent statement:

“The above information is accurate to the best of my knowledge at the time of writing, and I give consent to the school to administer the medication in accordance with the school policy. I will inform the school in writing of any changes to the above information. I understand that I must deliver the medicine personally to the duty first aider and accept that this is a service which the school is not obliged to undertake. I also understand that my daughter cannot be supervised inside at playtimes, and that if she has a temperature she should be kept at home.” It will be signed and dated by a parent or someone with parental control.

A separate form must be completed for each prescribed medicine to be administered.

NB Parents of Reception children must be informed at the end of the day of any medication given (even by their request) or any treatment given to a child.

## Records

The school record of the administration of prescribed medication must be completed in every instance. It will be kept on Teacherlink/Administration/First Aid/ Medical Events.

The form will record:

- name and class of the pupil
- date and time of the administration
- who supervised the administration
- which medication
- how much was given
- a note of any side-effects

The school's Senior First Aider or Duty First Aider will ensure that the medical events record is filled in and checked regularly.

Parents are expected to notify any requests for the administration of medicines at the earliest opportunity on the form provided, and to discuss with the Senior First Aider what can be done in school. The Head will then make a final decision as to whether or not the medicine will be administered in school. In appropriate cases the Head and parents in consultation with the Senior First Aider will draw up an Individual Healthcare Plan.

For ACUTE (short term) conditions the precise dose of the medication as prescribed by the doctor must be sent each day by the parent in a labelled container with full instructions. Medication for CHRONIC conditions must be in a container as dispensed by a pharmacist with the child's name and instructions for administration printed clearly on the label. If a doctor advises the use of an off the shelf medicine this must be confirmed by the parent on the normal Administration of Medicines form. A child under 16 should never be given medicines containing aspirin unless it has been prescribed for that child by a doctor.

Medication will be kept in the child-locked Medical Room.

See Appendix 1 for Procedure for Holding Medicines.

The school will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents or carers.

If the pupil is able to administer her own prescribed medicine the duty first aider will check that the pupil fully understands what has to be done, and will supervise the administration.

These arrangements apply to children who are required to take medication and who are fit enough to attend school.

**On balance, having considered the risks involving children aged 4-11 years, we have decided to keep all medications centrally, including asthma inhalers and adrenaline auto injectors. These will be kept in the child-locked Medical Room. In circumstances of extreme anaphylaxis risk and after consultation with parents, Dr Sherman (Medical Governor) and medical professionals, the school may allow a child to carry her emergency medication at all times. These must also always be taken on outings and this must be checked by the lead teacher on the trip.**

**Please see the Educational School Visits Policy for full details.**

Do not allow any other medicines to be kept in the class rooms or corridors. Any girl bringing medicine to school must hand it on arrival to the Senior First Aider. It must be clearly labelled with the girl's name and a completed medication form (see below), giving permission for the medicine to be administered. We **are not** able to give medication in the absence of this form. A note in the homework diary is not enough. If you administer any medicine, please enter details on the Medical Events Spreadsheet on Teacherlink/Administration/First Aid/ Medical Events.

No medications are kept in handbags or briefcases etc. in any classrooms.

Any medication held for pupils must only be administered to the relevant pupil. Staff should not, under any circumstances, take medication prescribed for pupils from the Medical Room unless it is for the pupil named on the medication.

The Senior First Aider (Christine Adams) is normally responsible for medicines in the school together with a nominated deputy (Emma Albrecht). Day-to-day mechanics of medicine administration may be delegated to competent, trained colleagues. Parents can access information about the procedure for the administration of medicines from the parent's portal of the website and in hard copy from the rack outside the office.

- Parents in person to replenish the supply of medicines if necessary
- School to be advised of any significant disease, medical condition or allergy their child may have, subject to confidentiality

**A form is completed by parents and kept by the member of staff administering the medicines. The form is available on the "backdoor" of the website.**

**If a parent notifies the school that a child has a chronic condition, including asthma, anaphylaxis, epilepsy, diabetes or any other condition which will require greater awareness by the school, then parents will be asked to complete an Individual Healthcare Plan for their child. In addition if the child has a severe allergy the parents will be asked to complete an Allergy Action Plan.**

Normally the administration of prescribed medication will only be done in school at the following times:

- breaks and lunchtime
- exceptionally, immediately after the end of the school day

The disposal of expired medications remains the responsibility of the parents and expired medications will be returned to parents for safe disposal.

### **Intimate or Invasive Treatment**

The school will not normally allow these to take place in school, but in exceptional circumstances the Head is authorised to agree to it. Two adults must be present when these take place, at least one of whom must be of the same gender as the pupil.

## Long-term Medical Needs

The Governors and Head will do all they reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the parents, and in some cases the family doctor. (See also Equal Opportunities Policy.)

## Staff taking medication

If staff are taking medication which might affect their ability to care for children they should seek medical advice and inform their line manager. Staff medication on the premises must be securely stored, and out of reach of children at all times. Please see the policies for First Aid and the Staff Handbook.

## Training

The Governors are committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

## Monitoring and Review

The Head will be responsible for monitoring the implementation of the policy, and reporting annually to the Governors.

## Appendix 1

### Procedure for Holding Medicines

#### **Holding Medication on a Long Term Basis**

1. Ensure that the Request to Administer Medications Form is completed and that the medication has been prescribed by a Doctor.
2. Ensure that we have been given sufficient medication and that it is in date code.
3. Create a blue tray for the girl in the Medical Room and label the tray with her name, class, photograph, medication names & expiry dates.
4. If we are holding adrenaline auto injectors for the child ensure that the auto injectors and Allergy Action plan are kept together in a plastic wallet that can be taken quickly from the tray.
5. If any medication is administered ensure that it is recorded in the Medical Events spreadsheet.
6. If medication is administered to a child from Reception, that the EYFS Administration of Medicines form is completed, copied and give to the Reception teacher.
7. Monitor the expiry dates of medicines held and remind parents to supply replacements before medicines expire.
8. Use the Expired Medicines Form to return expired medicines to parents for safe disposal.

#### **Holding Medication on an Ad hoc Basis**

1. Ensure that the Request to Administer Medications Form is complete and that the medication to be given has been prescribed by a Doctor.
2. Put the medication and the Form in a plastic wallet in the medical room, being careful to check whether the medication needs to be stores in the fridge.
3. Ensure that the medication is given at the correct time.
4. Ensure that it is recorded in the Medical Events spreadsheet.
5. If any medication is administered to a child from Reception, that the EYFS Administration of Medicines form is completed, copied and given to the Reception teacher.
6. Ensure any unused medicine is returned to the parent.

## Appendix 2

### Procedure for an Individual Healthcare Plan

1. When we are informed that a child has a chronic health issue via the data collection sheets the parents must then be sent an Individual Healthcare plan to complete and return.
2. If we are informed of a severe allergy the parents must also be sent an Allergy Action Plan to complete and return.
3. When the IHCP &/or Allergy Action Plan has been returned the details must be entered onto the child's SIMs record as follows:
  - Create a Medical Note for the condition and describe the triggers and symptoms
  - Create a Medical Note 'Medication Held' if we are holding medication and detail the name of the medication and dose details.
  - Create a Medical Note 'Individual Healthcare Plan' and detail the date received.
  - Create a Medical note called 'GP Managed' or 'Consultant Managed'
4. Attach the child's photo to the IHCP
5. File a copy of the plan with her medication, if held, and a copy in her school file
6. Ensure the IHCP Monitoring sheet is updated and a review date is set.
7. Ensure that the child's form teacher is aware that she has an IHCP and any triggers and symptoms must be discussed with the teacher to ensure awareness of the condition.
8. Ensure that the child's photo and details are included in the displays of children with medical conditions in the Staff Room, School Office and Medical Room.