

Brough Primary School

Administration of Prescribed Medicines Policy



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Lead Person for Policy	Sue Marshall

BROUGH PRIMARY SCHOOL

ADMINISTRATION OF PRESCRIBED MEDICINES POLICY

The purpose of this policy is to put into place effective management systems and arrangements to support children and with medical needs in the school and to provide clear guidance for staff and parents/guardians on the administration of medicines. This document where appropriate, must be considered in conjunction with all other relevant policies, for example, health & safety.

All staff in school have a duty to maintain professional standards of care and to ensure that children are safe. It is expected good practice that schools review cases individually and administer medicines in order to meet the all-round needs of the child. However, there is no legal duty requiring staff to administer medication or to supervise a child when taking medicines. This is a voluntary role.

Roles and responsibilities

The Headteacher in consultation with the Governing body, staff, parents/guardians, health professionals and the local authority, is responsible for deciding whether the school can assist a child with medical needs. The Headteacher is responsible for:

- Implementing the policy on a daily basis
- Ensuring that the procedures are understood and implemented
- Ensuring appropriate training is provided
- Making sure there is effective communication with parents/guardians, children, school staff and all relevant health professionals concerning the pupil's health needs

Parents/guardians

It is the responsibility of parents/guardians to:

- Inform the school of their child's medical needs
- Complete the Parental Agreement for Administering Medicines
- Provide any medication to the school in a container clearly labelled with the following:
Child's name
Name of medication
- Collect any medication held in school at the end of each term
- Ensure the medicines have not passed their sell by date

Pupil Information

Parents/guardians should give the following information about their child's long term medical needs and to update it at the start of each school year or update the school when changes arise:

- Details of pupil's medical needs
- Medication, including any side effects
- Allergies
- Name of GP/consultant
- Special requirements e.g dietary needs
- What to do and who to contact in an emergency
- Cultural and religious views regarding medical care

Administering Medication

Staff are not legally required to administer medicines or to supervise a child when taking medicine. Any employee may volunteer to undertake this task but it is not a contractual requirement.

It is expected that parents/guardians will normally administer medication to their children at home. No medication will be administered without prior written permission from the parent/guardian. A 'Parental agreement for school to administer prescribed medicine' form must be completed. Individual sachets of Paracetamol Oral Suspension without prescription, may be issued to pupils by a staff member for a maximum period of 48 hours. The medication must be brought in to school on the day it is required, in a sealed envelope with the child's name, class, date and time the medication was last given clearly marked on the envelope, and handed to the school office where an authorised form can be completed on the day required.

Other over the counter/un-prescribed medication will not be administered by school staff. However, in exceptional circumstances this may be discussed with the Headteacher who may need clarification from a GP.

Any member of staff, on each occasion, giving medication to a pupil will check:

- Name of pupil
- Written instructions provided by the parent/guardian or doctor
- Prescribed dose
- Expiry date

Record keeping

Staff will complete and sign a 'Record of medicine administered to an individual child' each time medication is given to a child and these will be kept in the school office. The sheet will record the following:

- Name of pupil
- Date and time of administration
- Who supervised the administration
- Name of medication

- Dosage
- A note of any side effects

Storage

All medicine will be safely stored in the school office, unless alternative arrangements have been agreed by the Headteacher.

Child refusing medication

If a child refuses to take their medication, staff will not force them to do so. Parents/guardians will be informed as soon as possible.

Training

Training may be required as part of a pupils individual care plan specific to the pupil's requirements. This will be provided as and when appropriate. Advice on the treatment of Asthma will be available from the school nurse as and when appropriate.

Health Care Plan

Where appropriate, a professional Health Care Plan will be drawn up in consultation with the school, parents/guardians and health professionals. The Health Care Plan will outline the child's needs and the level of support required in school. Health Care Plans will be reviewed annually.

School Trips/Residential Trips

To ensure that as far as possible, all children have access to all activities and areas of school life, a thorough risk assessment will be undertaken to ensure the safety of all children and staff. No decision about a child with medical needs attending/not attending a school trip will be taken without prior consultation with the parents/guardians.

Sufficient essential medicines and appropriate Health Care Plans will be taken and controlled by the member of staff supervising the trip. If it is felt that additional supervision is required during activities e.g. swimming the school may request the assistance of the parent/guardian.