



## **PROCEDURE FOR THE ADMINISTRATION OF MEDICINES**

### **NATIONAL CONTEXT**

All schools and all Early Years settings and their employers are expected to develop policies on managing medicines, and to put in place effective management systems to support individual children with medical needs.

Positive responses by schools and settings to a child's medical needs will not only benefit the child directly, but can also positively influence the attitude of their peers.

### **SCHOOL CONTEXT**

The purpose of this procedure is to put into place effective management systems and arrangements to support children and young people with medical needs in our school and to provide clear guidance for staff and parents/carers on the administration of medicines. This procedure statement must be considered in conjunction with other relevant policies, for example Health and Safety.

### **ROLES AND RESPONSIBILITIES**

#### **• School Staff**

All members of staff have a duty to maintain professional standards of care and to ensure that children and young people are safe. Our school will monitor and review individual needs and administer medicines in order to meet the all round needs of the child. There is no legal duty requiring staff to administer medication or to supervise a child when taking medicines. This is a voluntary role.

In response to the Disability Discrimination Act (DDA) 1995, we are making reasonable adjustments for disabled children, including those with medical needs, and we are planning strategically to improve access over time. We are also making reasonable adjustments to enable children with medical needs to participate fully in all areas of school life including educational visits and sporting activities.

The Headteacher, in consultation with the Governing Body, staff, parents/carers, health professionals and the local authority will decide whether our school can assist a child with medical needs. The Headteacher is responsible for:

- Implementing the procedure on a daily basis;
- Ensuring that the procedures are understood and implemented;
- Ensuring appropriate training is provided;
- Making sure that there is effective communication with parents/carers, pupils, staff and all relevant health professionals concerning pupils' health needs.

Staff, including supply staff, will be informed of any pupil's medical needs where this is relevant and of any changes to their needs as and when they might arise. All staff, parents and pupils will be informed of the designated person with responsibility for medical care.

- **Parents/Carers**

It is the responsibility of parents/carers to:

- Inform the school of their child's medical needs
- Provide any medication in a container clearly labelled with the following:
  - The child's name
  - Name of medicine
  - Dose and frequency of medication
  - Instructions for administration
  - Any special storage arrangements
- Collect and dispose of any medications held in school at the end of each term
- Ensure that medicines have NOT passed the expiry date.

### **PUPIL INFORMATION**

At the start of each school year, parents/carers should give the following information about their child's long-term medical needs:

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

The information must be updated as and when required and at least annually.

### **ADMINISTERING MEDICATION**

We expect parents/carers to administer medication to their children at home. No medication will be administered without prior written permission from the parents/carers including written medical authority if the medicine needs to be altered (e.g. crushing of tablets). A 'Request to Administer Medication' form must be completed. Staff members are not legally required to administer medicines or to supervise a pupil when taking medicine. This is a voluntary role.

The Headteacher will determine if medication is to be administered in school, and by whom, following consultation with staff. All medicine will normally be administered during breaks and lunchtimes. If, for medical reasons, medicine has to be taken during the day, arrangements will be made for the medicine to be administered at other prescribed times. Pupils will be told where their medication is kept and who will administer it.

Any member of staff, giving medicine to a pupil, should check the following information on each occasion;

- Name of pupil;
- Written instructions provided by the parents/carers or doctor;

- Prescribed dose;
- Expiry date.

Written permission from parents/carers will be required for pupils to self-administer medicine(s). A 'Request to Self- Administer Medication Form' must be completed.

## **CARRYING MEDICINES**

For safety reasons, pupils are not allowed to carry medication, other than a maximum of two over the counter pain relief tablets, unless agreed on an individual basis. Such arrangements will only be agreed after completion of a 'Request for Child to Carry their Own Medicine' form. All other medicines must be handed into the Main School Office on entry to the school premises.

## **STORAGE**

All medicine, in the care of the school, will be kept locked in the Student Services Office. All medicine will be logged onto the schools' file. Student Services staff may store pupil's inhalers which must be labelled with the pupil's name. Inhalers and other medicines must be labelled with the required dosage and must be returned to parents when they run out of date.

## **RECORDS**

Each time medication is given to a child, a member of staff, will complete and sign a record sheet, kept in the administration office. These sheets 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;
- If medicine has been altered for administration (e.g. crushing tablets) and authority for doing so;

## **REFUSING MEDICATION**

If a child refuses to take their medication, no member of staff will force them to do so. Parents/carers will be informed as soon as possible. Refusal to take medication will be recorded and dated on the child's record sheet. Reasons for refusal and any action then taken by the staff member will also be recorded.

## **TRAINING**

Training and advice will be accessed from health professions for staff involved in the administration of medicines. Training for all staff will be accessed on a range of medical needs, including any resultant learning needs as and when appropriate. Details of all training will be recorded.

## **HEALTH CARE PLAN**

When appropriate a personal Health Care Plan, will be drawn up in consultation with school, parents/carers 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 at least annually.

## **INTIMATE OR INVASIVE TREATMENT**

Intimate or Invasive treatment will only take place at the discretion of the Headteacher with written permission from the parents/carers and only under exceptional circumstances. Two adults, one the same gender as the child, must be present for the administration of such treatment. Cases will be agreed and reviewed on an annual basis. All such treatments will be recorded. Governors will be informed of any intimate or invasive treatment carried out by school staff.

## **EDUCATIONAL VISITS**

To enable, as far as possible all pupils to have access to all activities and areas of school life, a risk assessment will be undertaken to ensure the safety of all participants in educational visits.

No decision about a child with medical needs attending/not attending a school visit will be taken without prior consultation with parents/carers.

## **RESIDENTIAL VISITS**

Sufficient essential medicines and appropriate health care plans will be taken and controlled by the member of staff supervising the visit. If additional supervision is required for activities e.g. swimming, we may request the assistance of the parent/carer.

## **EMERGENCY PROCEDURES**

The Headteacher will ensure that all members of staff are aware of the school's planned emergency procedures in the event of medical needs.

<b>Prepared/written by:</b> K Bradshaw	<b>Date:</b> May 2019
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**Brine Leas School**  
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**PARENT REQUEST FOR SCHOOL TO ADMINISTER MEDICATION**

School cannot give your child medicine unless you complete and sign this form and the Headteacher has agreed that school staff can administer the medication.

<b>Personal Details</b>	
Name of pupil:	
Contact telephone number:	
Condition or illness:	

<b>Details of Medication</b>	
Name/ type of medication: (as described on the container)	
Special storage requirements:	
Condition or illness:	
Date dispensed:	
How long will your child take this medication?	

<b>Full Directions of Use</b>	
Dosage:	
Frequency/timing:	
Method:	
Any particular problems with administration?:	
Side effects:	

<b>Parental Declaration</b>	
<ul style="list-style-type: none"><li>• I will ensure that the appropriate staff members are aware when medicine arrives at school.</li><li>• I will complete another form if any of the above information changes.</li></ul>	
Signature:	
Date:	
Relationship to child:	

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**REQUEST TO SELF-ADMINISTER MEDICATION**

School will not give your child permission to self-administer unless you complete and sign this form and the Headteacher has agreed to self-administration.

<b>Personal Details</b>	
Name of pupil:	
Contact telephone number:	
Condition or illness:	

<b>Details of Medication</b>	
Name/ type of medication: (as described on the container)	
Special storage requirements:	
Condition or illness:	
Date dispensed:	
How long will your child take this medication?	

<b>Full Directions of Use</b>	
Dosage:	
Frequency/timing:	
Method:	
Any particular problems with administration?:	
Side effects:	

<b>Parental Declaration</b>	
<ul style="list-style-type: none"><li>• I will ensure that the appropriate staff members are aware when medicine arrives at school.</li><li>• I will complete another form if any of the above information changes.</li></ul>	
Signature:	
Date:	
Relationship to child:	

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## SCHOOL RECORD OF THE ADMINISTRATION OF MEDICINES

Student Details	
Name:	
DOB:	
Home Address:	
GP:	
Allergies:	

Medication & Dosage Details	
Name of Person Bringing Medication into School:	
Name of Medication:	
Name of Person the Medication has been prescribed for:	
Medication Expiry Date:	
Dosage (as outlined on the Medication):	
Dosage Regime (as outlined on the medication):	
Comments:	

Medication & Dosage Details	
Date:	
Amount of medication given:	
Time administered:	
Administered by:	
Comments/Actions/Side Effects:	

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## REQUEST FOR STUDENT TO CARRY THEIR OWN MEDICATION

School will not give your child permission to carry their own medication unless you complete and sign this form and the Headteacher has agreed to the request.

Personal Details	
Name of student:	
Progress Group:	
Home Address:	

Emergency/Parental Contact Details	
Name:	
Telephone Number:	
Relationship to Child:	
Details of procedures the school should take in an emergency:	

Details of Medication	
Name/ type of medication: (as described on the container)	
Special storage requirements:	
Condition or illness:	
Date dispensed:	
How long will your child take this medication?	

Full Directions of Use	
Dosage:	
Frequency/timing:	
Method:	
Any particular problems with administration?:	
Side effects:	



### Parental Declaration

- I confirm that I would like my child to carry their own medication in school.
- I will ensure that the appropriate staff members are aware when medicine arrives at school.
- I confirm that my child is aware of their responsibility to keep the medication safe throughout the school day and away from other students.
- I will complete another form if any of the above information changes.
- I will complete a separate form for each medication my child is carrying.

Signature:

Date:

Relationship to child: