

# Low Furness CE Primary School

## 'Learning Together Through Faith'

### *Policy for Medication in School*

We at Low Furness CE Primary School are committed to safeguard the health and safety of pupils. We wish to do all they can to enable children to gain the maximum benefit from their education and to participate as fully as possible in school life. Children have a right to be educated and should not be excluded purely as a result of requiring medication. This does not imply a duty on the Headteacher or staff to administer medication. The Governing Body wishes to point out to school staff and parents that participation in the administration of medicines in schools is on a voluntary basis. Individual decisions on involvement must be respected. Punitive action must not be taken against those who choose not to volunteer. Fundamentally the administration of medicine is the responsibility of parents/carers.

#### Entitlement

These policy guidelines have been produced to support and protect staff to undertake the administration of medicines and to enable staff to act in an emergency.

School governing bodies have a duty to ensure that these policy guidelines are implemented within their school. Parents are advised in the school prospectus that pupils who are unwell should not be sent to school. However, many pupils need to attend school while taking prescribed medicines either because they are:

- i) Suffering from chronic illness or allergy;
- ii) Recovering from a short-term illness and are undergoing or completing a course of treatment using prescribed medicines.

Headteachers are advised not to allow children to bring medication into school except as covered by this document. To help avoid unnecessary taking of medicines at school, parents/guardians should:

- i) Be aware that a three times daily dosage can usually be spaced evenly throughout the day and does not necessarily have to be taken at lunchtime;
- ii) Ask the family doctor if it is possible to adjust the medication to avoid school time doses.

#### PROCEDURE FOR ADMINISTRATION OF MEDICINES IN SCHOOL

The following procedures are recommended as examples of best practice.

- All medicines that are to be administered in school must be accompanied by written instructions from the parent and/or the GP.
- A form is readily available to parents to complete giving relevant directions and permissions.
- Each time there is a variation in the pattern of dosage a new form should be completed and the previous one filed away safely in the child's file, which is kept in the office.

# Low Furness CE Primary School

## 'Learning Together Through Faith'

### Labelling of Medicines

On the few occasions when medicines have to be brought into schools, they should have the original dispensing label attached.

The information on the label should be checked to ensure it is the same as on the parental consent form.

### Storage

Medication must at all times be stored in containers as indicated above, even when kept by pupils themselves. All medicines stored by school as in the red medical fridge in the staffroom.

Medicines should be kept safely and be accessible when required. The Head teacher is responsible for ensuring that, when medicines are admitted to school premises, a system of safekeeping is in place, which limits open access by pupils to medicines.

Certain medicines require special storage, e.g. pharmaceutical requirements to be stored away from light or within certain ranges of temperatures, etc. Such requirements must be clearly identified in writing to the school on the label and on the parental consent form.

### Administration of Medicines

There are 3 general situations which apply to the Administration of Medicines in schools, these are as follows:

**1. The Pupil self-administers their own medicine of which the school is aware.** Many pupils at school will have the capability to keep and administer their own medicine themselves e.g. asthma drugs. In all instances where prescribed and non-prescribed medicines are brought into school, the school must be notified on the parental consent form.

**2. The Pupil self-administers the medication but someone supervises the pupil.** Where the Headteacher or staff are willing to be involved voluntarily, the Headteacher is responsible for ensuring that as a minimum safeguard, self-administration of medicines that are safely stored is supervised by an adult. This involves ensuring:

- i) Access to the medication at appropriate times (e.g. lunchtimes). Where schools supervise self-administration, appropriate measures should be taken to ensure the medicine is appropriately stored to prevent any unsupervised self-administration of the medicine, as per the guidance on storage.
- ii) The medication belongs to the named pupil and it is within the expiry date.
- iii) A record is kept on the medical form noting that the session was supervised and clearly indicating that medication was self-administered by pupil.

# Low Furness CE Primary School

## 'Learning Together Through Faith'

### **3. Named and trained (where appropriate) willing staff members at the school administer the medicine.**

The school will, in this circumstance, be storing the medicines and all the points on the storage of medicines must be adhered to. Where the headteacher or staff are willing voluntarily to administer medication.

To avoid the risk of double dosing in schools, the headteacher must be aware as to who is responsible for administering the medication and it must be written on the medical form. As an extra precaution, staff that administer medication must routinely consult the record form before any medication is given.

#### Staff Training and Competence

All staff that participate in administering medication must receive appropriate information and training for specified treatments as detailed in the guidelines. In most instances this will not involve more than would be expected of a parent or adult who gives medicine to a child. Training should be arranged by the Headteacher who will liaise as appropriate with those doctors responsible for the management and prescription of treatment, particularly in complex cases.

The Headteacher must ensure that all relevant staff are aware of pupils who are taking medication and who is responsible for administering the medication; and that this person should be routinely summoned in the event of a child on medication feeling unwell, as they should be aware of any symptoms, if any, associated with the child's illness which may require emergency action. Other trained staff who may be required, e.g. first-aider should be summoned as appropriate.

The Headteacher must keep a record of all relevant and approved training received by staff. Prior to staff administering any medication in school, the Headteacher must be satisfied that the staff member is competent. Heads should formally authorise each competent member of staff by entering their name and other relevant details in a register.

Each person who administers medication must:

- i) Receive a copy of these policy guidelines;
- ii) Read the written instructions/parental consent form for each child prior to supervising or administering medicines, and check the details on the parental consent form against those on the label of the medication;
- iii) Confirm the dosage/frequency on each occasion, and consult the administration of medicine record form to ensure there will be no double dosing;
- iv) Be aware of symptoms which may require emergency action, e.g. those listed on an individual treatment plan where one exists;
- v) Know ways of summoning help/assistance from the emergency services;
- vi) Check that the medication belongs to the named pupil and is within the expiry date;
- vii) Record on the medication record form "Appendix 2" all administration of medicines as soon as they are given to each individual;
- viii) Understand and take appropriate hygiene precautions to minimise the risk of cross contamination;
- ix) Ensure that all medicines are returned for safe storage;

# Low Furness CE Primary School

## 'Learning Together Through Faith'

x) Ensure that they remain confident in the procedures and have received appropriate training/information.

### Individual Care Plans

For all pupils who may require individual specialised treatment a clear care plan **must** be available.

***Under no circumstances should schools provide any medical care or treatment until the school has agreed a care plan.***

### Educational Visits and Other School Journeys

The administration of medicines during educational visits and other out of school activities requires special attention and pre-planning.

### Employee Medicines

An employee may need to bring their medicine into school. All staff have a responsibility to ensure that their medicines are kept securely and that pupils will not have access to them, e.g. locked desk drawer or staff room.

### Emergency Aid

Where children have conditions which may require rapid intervention, parents must notify the Headteacher of the condition, symptoms and appropriate action following onset.

The Headteacher must make all staff aware of any pupil whose medical condition may require emergency aid.

It is essential that all staff (including supply staff, lunchtime supervisory staff etc.) are able to recognise the onset of the condition and take appropriate action, i.e. summon the trained person, call for an ambulance if necessary etc

### First Aid

**These guidelines do not cover First Aid or the role of trained First Aiders or appointed persons. Separate guidance is available in our First Aid Policy.**

### Unusual Occurrences, Serious Illness or Injury

All parents/guardians should be informed of the school's policy concerning pupils who become unwell while at school, or on authorised educational visits, trips, etc.

It is vital to have not only the pupils' home telephone numbers, but parents' / guardians' daytime numbers and other emergency numbers, such as those of relatives, in order to make contact.

If parents and relatives are not available when a pupil becomes seriously unwell or injured, the Headteacher should, if necessary call an ambulance to transport the pupil to hospital.

# Low Furness CE Primary School

## 'Learning Together Through Faith'

### Notifiable Diseases

Headteachers should be aware of the Local Health Authority document "Guidelines for the Control of Communicable Disease in Schools" which should be available in all schools. The school must ensure that staff who administer medications are aware of the precautions to be followed to minimise exposure to hepatitis and other transmissible diseases.

### Disposal of Medicines

Any medication which has reached its expiry date should not be administered. Medicines, which have passed the expiry date, should be returned to parents/guardians for disposal.

### Prohibited Treatments

***The treatments listed below should not be carried out by school staff:***

- Injections (excluding Epipens used in treatment of anaphylactic shock)
- Administration of a medication to any child unless specifically prescribed or provided for that child
- Administration of Buccal Midazolam
- Insertion of any form of catheter or any form of intravenous therapy
- Insertion or changing of any form of tube feeding.
- Aspirin and Ibuprofen will not be administered

### Medical Confidentiality

Staff in schools have no automatic right to be informed of any medical condition suffered by any pupil. However, in order that pupils can receive the best possible care, parents/guardians should advise the school of any conditions that may require intervention during the school day. Any medical or related information provided to the school either by parents/guardians or health care professionals must always be treated in the strictest of confidence. Information should only ever be shared with those members of staff whose role may lead to them providing treatment or other intervention as agreed with parents.

### Reviewing the policy

The policy will be reviewed as part of the school's evaluation cycle. The policy is due for review ***Spring 2020***