



Bubwith Community Primary School

Administration of Prescribed Medicines Policy

November 2023

The purpose of this policy is to put into place effective management systems and arrangements to support children and young people 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, First Aid, Supporting Pupils with Medical Conditions, Asthma.

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

Roles and Responsibilities

Under the Disability discrimination Act (DDA) 1995, schools and settings should be making reasonable adjustments for disabled children, including those with medical needs, and under a duty to plan strategically to increase access over time. Schools and setting should consider what reasonable adjustments they need to make to enable children with medical needs to participate fully in all areas of school life, including educational visits any sporting activities.

The Headteacher/Manager, in consultation with the Governing body, staff, parents/guardians, health professionals and the local authority, is responsible for deciding whether the school or setting can assist a child with medical needs. The Headteacher/Manager 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 and young people, school/settings staff and all relevant health professionals concerning the pupil's health needs.

It is good practice that staff, including supply staff should always be informed of a child's medical needs where this is relevant and of any changes to their needs as and when they might arise. All staff will be informed of the designated person with responsibility for medical care. A list of medical needs must be clearly known and accessible in order to support the child's day to day care.

PARENTS/GUARDIANS

It is the responsibility of parents/guardians to:

- a) Inform the school of their child's medical needs
- b) Present any medication to the School Office in a container clearly labelled with the following:
 - Child's name
 - Name of medicine
 - Dose and frequency of medication
 - Special storage arrangements
- c) Collect and dispose of any medicines held in school at the end of each term
- d) Ensure that medicines have not passed the expiry date

PUPIL INFORMATION

Parents/guardians should be required to give the following information about their child's long term medical needs and to update it at the start of each school year or 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, pre-activity precautions. Parents/guardians may be required to provide evidence in this case
- 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 and appropriate training should be given before an individual takes on a role which may require administering first aid or medication. Current staff who have received administering medicines training are: Miss Baxter, Miss Bell and Miss Blacker.

Bubwith School ensures there is a sufficient number of support staff who are appropriately trained to manage medicines as part of their duties. Staff following documented procedures will be fully covered by Employers Public Liability Insurance should a parent/guardian complain.

Within the Health & Safety Policy it should incorporate managing the administration of medicines and supporting children with complex health needs. Staff should also be aware when a child may need extra attention due to changes to their medical requirements as agreed with parents/guardians and their care plan altered as necessary. In the likelihood of an emergency arising, all staff should be aware of what action to take and back up cover should be arranged if the staff member normally responsible for the child's care is absent.

It is expected that parents/guardians will normally administer medication to their children at home wherever possible. Medicines will only be administered by school if the dose required cannot be administered outside of the school day (i.e more than 3 times per day). No medication will be administered without prior written permission from the parents/guardians. A 'Parental agreement for school to administer prescribed medicine' form must be completed.

Over the counter/un-prescribed medication will only be administered by school staff in exceptional circumstances. This may be discussed with a first aid trained member of staff who may need clarification from your family GP.

The Headteacher will decide whether any medication will be administered in school following consultation with trained staff. All medicine will normally be administered during break and lunchtime. If, for medical reasons medicine has to be taken at other times during the day, arrangements will be made for the medicine to be administered at other prescribed times. Where appropriate, pupils will be told where their medication is stored.

Any member of staff, on each occasion, giving medicine to a pupil should check the pharmacy label for:

- a) Name of pupil
- b) Prescribed dose
- c) Expiry date
- d) Written instructions provided by parents/guardians

Written permission from the parents/guardians will be required for pupils to self-administer medicines. A Parental Consent for the child to administer his/her own medicine form must be completed.

STORAGE

Where appropriate all medicine will be safely stored in an accessible place and in accordance with the parent/guardian special storage instructions. A lockable cabinet is provided to store medication if necessary. All medicine will be logged on the school medical file. Class teachers will store children's inhalers, in an accessible cupboard, which must be labelled with the pupil's name.

RECORDS

Staff will complete and sign a Record of medicine administered to an individual child each time medication is given to the child and these will be kept in the office. A record of inhaler use will be kept with the classroom inhaler box to be completed as and when inhalers are used. The sheets 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

REFUSING MEDICATION

If a child refuses to take their medication, staff will not force them to do so. Parents/guardians will be informed immediately or as soon as possible. Refusal to take medication will be recorded and dated on the child's record sheet. Reasons for refusal will be recorded as well as action taken by the teacher.

TRAINING

Training may be required as part of a pupil's individual care plan specific to the pupil's requirements. This will be provided on a range of medical needs, including any resultant learning needs, as and when appropriate. The Head teacher/Manager will ensure there are trained and named individuals to undertake first aid responsibilities, ensuring training is regularly monitored and updated. Advice on the treatment of Asthma will be available from either the school nurse or the school first aiders who will also brief all staff with any updates/changes on a yearly basis.

HEALTH CARE PLAN

Where appropriate, a personal 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 the school. Health care Plans will be reviewed annually.

The Headteacher will ensure that all staff are aware of the schools planned emergency procedures in the event of medical needs.

INTIMATE AND INVASIVE TREATMENT

This will only take place at the discretion of the Headteacher and Governors, with written permission from the parents/guardians and only under exceptional circumstances. Two adults, where possible, one of the same gender as the child, must be present for the administration of such treatment. Cases will be agreed and reviewed on an individual basis. Training will be given to members of staff involved where necessary and such treatment will be recorded.

SCHOOL 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.

Residential trips and visits off site:

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

Safeguarding children

Administering medicine procedures

- ✓ Miss Bell is designated first aider for the school and is trained in Managing Medicines.
- ✓ Mrs Varga is also a qualified first aider. Miss Blacker, Mrs Read and Mrs Yeaman are trained Paediatric first aiders with most other staff having completed emergency first aid for schools training.
- ✓ Emergency medicines are kept in a locked cupboard in the school office.
- ✓ Prescribed medicines requiring refrigeration are sealed in a labelled container and kept in the staff room fridge
- ✓ Medicines will only be administered further to the following guidelines:

MEDICATION ADMINISTRATION IN SCHOOL

- Where possible, medicines should be requested in dose frequencies which enable them to be taken outside of school hours. ONLY PRESCRIBED MEDICINES WITH A REQUIRED DOSAGE OF 4+ TIMES IN ANY DAY CAN BE ADMINISTERED BY SCHOOL STAFF (for example 3 times a day = before and after school and at bedtime/ 4 times a day = one dose only during school day, remainder to be administered by parent).
- Parents may visit school to administer medicines during lunch time if they wish.
- All medicines will only be administered in conjunction with the pupil's Healthcare Plan.
- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- Medicines will only be accepted in school when presented to a first aider (as named above) by a parent/carer. Medicines must not be sent to school with the child.
- An 'Administering medicines' consent form must be completed and signed by the parent which stipulates who will administer the medication.
- Paracetamol/Ibuprofen can be administered at the parent's request as long as the child is well enough to be at school. Individual sachets must be provided by the parent and a consent form completed as above.
- Creams and eye ointments that are not prescribed medicines should not be held by school.
- School will only accept prescribed medicines in the original pharmacy labelled container as this includes child's name, expiry date, instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- Inhalers are labelled and kept in an accessible classroom cupboard, within close proximity to the pupils with asthma. The parents are responsible for ensuring that inhalers are in date and not empty. In an emergency situation, when there is a severe asthma attack, an ambulance will be called. If the school do not have access to the child's own inhaler, there are two school emergency inhalers for use. These will only be used for pupils on our Asthma register, with an Asthma medical plan which has been signed by parents.
- All medication administered during the school day will be logged with details of time and dose.
- The following policies can be found on the school website www.bubwithprimary.co.uk:
 - Administering medicines policy
 - Asthma Policy
 - First Aid policy
 - Supporting Pupils with Medical needs policy