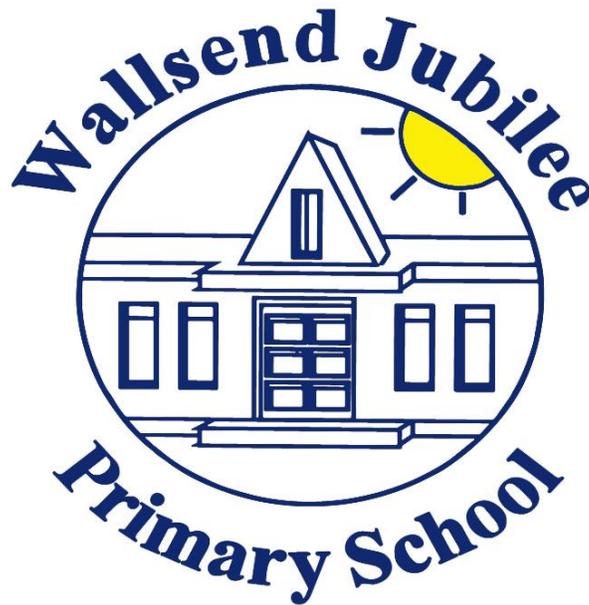


# **Wallsend Jubilee Primary School**



## **Administration of Medication Policy**

**November 2014**

## **Pupil Health & Administration of Medicines in School Policy**

### **Introduction**

North Tyneside Council has produced guidance entitled “Managing Medicines in School” which has informed and formed the basis of this policy. A copy of this document is stored on the school computer system.

LAs, schools and governing bodies are responsible for the health and safety of all children in their care.

### **Aim**

It is the aim of this school to support any child who has medical needs or requires on-going medication during school hours or whenever the child is in our care.

Generally speaking, the administration of medicines is the responsibility of parents. There is no requirement for Headteachers or staff to undertake these responsibilities. The act of administering medicine is purely voluntary. However, in recent years there has been a general increase in the number of children in school requiring medication and although the school believes that medicines should normally be given to children at home, we understand that there is a need for the same to be administered during school hours on occasion. There is also a need to fully support pupils with more complex medical conditions.

### **Role of School Staff**

The Headteacher has overall responsibility for implementing the policy and procedures for dealing with medical needs. All parents have access to the policy via the school’s website or via the front office.

School staff who have a pupil with medical needs in their class will be told of the nature of the condition and as to when the pupil may need extra attention.

The Headteacher will arrange if necessary for that teacher to meet with the parent/carer or medical adviser of the child so that full understanding is reached. They will also be made aware what action should be taken if an emergency should arise. Any training requirement which arises following admission of or diagnosis of a child with a medical condition, will be arranged through School Health with the support of the Local Authority.

All supply staff will be made aware of medical needs and back up cover will be provided when the member of staff responsible is absent or unavailable.

At different times of the school day other staff may be responsible for these children (e.g. teaching assistants, midday supervisors) and accordingly, they too will be informed of any medical needs of the child in question.

### **Role of Parent/Carer**

Parents/Carers are a child's main carers. They are responsible for making sure that their child is well enough in the first place to attend school. If a child is generally unwell, they should not be in school until they are fit to take part in the normal school day activities. If a child is unable to attend school because of illness, the school should always be informed by 9.30am on the first day of absence.

For children with more complex medical requirements or conditions, as outlined above, schools may draw up a Health Care Plan in consultation with parents, staff and the child's medical practitioner, where possible.

If medication is required to be administered an "Administration of Medication form" will need to be completed and signed by the parents/carers. The school will maintain the Pupil Medication Record, noting the date, time and dose of medication given and initials of the staff member administering the medication.

It is the responsibility of the parent/carer to provide the child's school with any change of information about their medical condition and any treatment required. It is also the responsibility of parents to deal with the disposal of any medicines no longer required / left at the end of treatment.

These will only be handed to a parent/carer.

All medicines will be returned to parents/carers at the end of each academic year, along with a new Administration of Medication form to be completed and returned with new medication in the following academic year, if medicine still needs to be taken.

### **Off-Site Activities and School Trips**

Pupils with medical/health needs are positively encouraged to participate in such activities wherever safety permits. It is the school's policy to ensure that a trained first aider accompanies every school trip and is equipped with a HSE compliant fully stocked first aid kit, and an accident book.

The first aider accompanying the trip/activity will liaise with office staff who are familiar with the child's medical condition and treatment to ensure that medication administration information is readily available and that the medication is packed into the first aid kit to support the pupil's needs. Staff supervising off site activities and trips should ensure they are fully aware of the relevant health care or medical needs of the pupils in their care.

### **Policy Implementation**

Many children will need to take medication at some point during their school life. Generally, this will be for a short time only e.g. to finish a course of antibiotics or to apply a lotion. Parents will be encouraged to ask the prescribing doctor or dentist to prescribe dose frequencies so that the medicine is able to be taken outside school hours, where possible, however we understand that this is not always possible.

Any request for medication to be administered must be in writing in the form of an Administration of Medication Request Form. Any changes in the medication requires the school to be informed immediately and a new Administration of Medication Request Form to be completed with the new medication details, dose and/or frequency included.

It is important for the school to have sufficient information about the medical condition of any child with long term medical needs. As stated, it is the responsibility of the parent/carer to inform the school when the child is admitted to school or when a child develops a condition. The school will then in consultation with parents and staff draw up a Health Care Plan as described.

Wallsend Jubilee Primary School has a locked cabinet in which to store necessary medicines, and a fridge for those which need to be refrigerated. These are both held in the School Business Manager's office. The cabinet will be kept locked unless accessing the medications. All staff should be aware of the whereabouts of these medicines in relation to the particular child who may need access to the medicine.

All medicines should be presented to the school in the original container as dispensed by the pharmacist and include the prescribers instructions for administration. Medicines should be brought into the school by the parent/carer. If a child refuses to take medication, staff will talk to the child and record his/her reason for refusal. The school will then inform the child's parent/carer as soon as possible of the refusal and request that they attend school to deal with the situation.

The following standard practice will be followed by school staff if they volunteer and undertake administration of medicines:

- Medicines will only be accepted/administered by trained members of staff
- Check identity of the child
- Check written instructions received by the school on the Administration of Medication form, transcribed onto the whiteboard for all first aiders to see and confirm with details on the medicine container
- Check the prescribed dosage
- Check the expiry date of the medicine
- Check the timing/frequency details
- Check record of last dosage given (to avoid double dosage)
- Measure out the prescribed dose
- Check the child's name on the medicine again
- Complete written record of dosage given, including date, time and signature.

If the member of staff is in any doubt about any of the details, they should check with the child's parent or doctor before giving the medication.

Normally when a child/young person becomes unwell at a school or is injured in an accident, (other than minor cuts or bruises), the school will arrange for them to be looked after in a quiet, comfortable place and arrange for the parent to collect them as soon as possible. It will then be the responsibility of the parent to accompany the child to their GP surgery or hospital outpatients department as appropriate.

### **Non-Prescribed Medication**

North Tyneside Council's policy is that non-prescribed medication should not be administered to pupils in school. Any Paracetamol or Ibuprofen based analgesia should only be administered if prescribed by a GP and in this case, should be included on the "Administration of Medication Request Form" in the same way as anti-biotics.

If a parent wishes their child to take Paracetamol or Ibuprofen products which are not prescribed by a GP, they must arrange for a parent/carer to attend school at the appropriate time and administer it themselves.

### **Emergency Situations**

In some situations, however, it may be necessary for professional medical care to be sought immediately, e.g. suspected fractures, serious eye injuries, serious head injuries, acute illness or other serious medical conditions that will not respond to first aid treatment. The school will call an ambulance in such cases and communicate the situation to the parents.

Where a child has to be transported to hospital and it has not been possible to arrange for a parent to accompany them, a first aider and another member of staff will attend with the child and remain at the hospital with them until a parent arrives. Consent is generally not required for any life saving emergency treatment given in Accident and Emergency Departments. However, awareness is required for any religious/cultural wishes i.e. blood transfusions, which should be communicated to the medical staff for due consideration.

In the absence of the parents to give their expressed consent for any other non-life threatening (but nevertheless urgent) medical treatment, the medical staff will carry out any procedures as deemed appropriate. The member of staff accompanying the child cannot give consent for any medical treatment, as he/she does not have parental responsibility for the child.

Policy to be next reviewed: November 2016