

<b>Policy Title</b>	<b>Administration of Medicine &amp; Procedures Policy</b>
<b>Reference</b>	<b>WPS/Jan17/Version 1</b>
<b>Approving Committee</b>	<b>Health &amp; Safety and Safeguarding</b>
<b>Chair of Governors</b>	<b>Head teacher</b>
<b>Date of Next Review</b>	<b>January 2019</b>

**Mission Statement:**

Woodborough School is about

**Christian caring**  
**Happiness**  
**Inspiring**  
**Learning together**  
**Diversity**  
**Rewarding**  
**Enabling**  
**Nurturing**

### **Statement of Intent:**

This policy is concerned with a whole school approach to health care and the procedure for managing prescription medicines, which need to be taken during the school day (short term).

Prescribed medicines can only be taken in school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day (see Appendix 1 – Medication Letter).

### **Introduction**

There are an increasing number of children attending mainstream schools with medical conditions. Schools, acting in *loco parentis*, have a duty to take reasonable care of children, which includes the possibility of having to administer medicines and/or prescribed drugs. Pupils prescribed regular medication or those requiring occasional dispensing of medicines may require this. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

Parents/carers are encouraged to give doses outside the school day if possible e.g. 3 times a day could be taken in the morning, after school and at bedtime.

The school procedure for the administration of medicine is outlined in the 'Request for Administration of Medicine in School' form, which has to be completed by the parent/carers (see Appendix 2).

- Pupils recovering from a short-term illness/infection, who are clearly unwell should not be in school and the Head teacher can request that parents/carers keep the child at home if necessary.
- Only medicines prescribed by a doctor can be accepted in their original container with the pharmacy label intact.
- Medicines are only administered following a written request from parents/carers which clearly states the name and class of the pupil, together with the dose and time(s) of day at which it should be taken and any special conditions for storage of the medicine (i.e. kept in fridge).
- Medicines need to be clearly marked with the name and class of the pupil, together with the dose and the time(s) of the day at which it should be taken.
- The office administrator only accepts medicines and they must be brought in by the parent/carers, rather than via the pupil.
- Medicines will be kept in a secure central position in the school (e.g. school office or staffroom fridge).
- Children should never be given medicine to keep on their person; all medicines should be handed in to the office.
- School cannot accept any medicine that has been taken out of the container as originally dispensed or make changes to dosages on parental/carers instructions.
- No over-the-counter remedies should be brought into school at any time – this includes throat sweets and nasal inhalers.
- Staff will administer no over-the-counter remedies.

**Analgesics (e.g. aspirin, paracetamol, including junior forms such as Calpol) will never be administered to pupils, even at the request of parents/carers unless prescribed by a doctor.**

The staff at Woodborough Primary school are prepared to administer medicines if parents/carers:

- Follow the guidelines in this policy
- Complete a 'Request for Administration of Medicine in School' form and return it to the school

office before the medicine is required to be given.

### **Procedures for Managing Prescription Medicines on School Trips and Outings**

Children with medical needs, particularly of a long-term nature, are encouraged to take part on trips and where necessary risk assessments are carried out for these children. The administration of medicines on school trips and outings follows the same procedures as for administration in school. A copy of health care plans is kept with the pupil's medication and will be taken on visits in the event of information being needed in an emergency.

### **Roles and Responsibilities of Staff Administering Medicines**

Staff will not give a non-prescribed medicine or analgesia (painkillers) to a child. Parents/carers must send in written consent before any medicine can be given.

Any member of staff giving medicines will check:

- The child's name
- The prescribed dose
- The expiry date
- Written instruction by the prescriber on the label or container

If there is any doubt about procedures, staff will not administer the medicines without checking with the parent/carers first.

Each time a medicine is given, a written record will be kept in the Medication Record Book and filed in the first aid file (Appendix 3). Good records demonstrate that staff have exercised a duty of care.

We support and encourage children, who are able, to take responsibility to manage their own medicines, but they are always supervised and medicines are always kept in the office. If a child refuses medicine, staff should not force them to take it, but will record this and ensure that the parent/carers is aware of it.

### **Parental/Carers Responsibilities in respect of their Child's Needs**

Parents/carers should provide the Head teacher with sufficient information about their child's medical needs if treatment or special care is required. Information about a medical condition should be included as recorded by the child's G.P. Parents/carers and the school will then reach an agreement on the school's role in supporting the child's medical needs.

### **Staff Training in Medical Needs**

Each year lists are compiled for each class informing staff of known medical conditions. These lists are distributed to all staff so that they are aware of any incidents that may occur. When the condition is of a more serious nature an individual health care plan is created which contains the child's photograph and is distributed to relevant staff and displayed in the register so that staff are aware of the likelihood of an emergency arising and what action to take should one occur.

All staff that are responsible for administering prescribed medicines to a child will be given the appropriate training and guidance.

### **Administering Medicines Safely**

All medicines may be harmful to anyone for whom they are not appropriate; therefore it is essential that they are stored safely. We can only store, supervise and administer medicine that has been prescribed for an individual child. All medicines of this type should be handed in to the office in the morning and collected from the office at the end of the school day. All emergency medicines, such as inhalers are

kept in classrooms. (KS2 children are encouraged to be responsible for their own inhalers). A child with an EpiPen will keep it in a known and safe place in the child's classroom.

### **Emergency Procedures**

In the event of an emergency, an ambulance will be called and a member of staff will accompany a child to hospital and the parents/carers will be notified. A staff member will stay with the child until a parent/carer arrives.

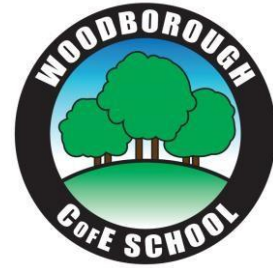
In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Head teacher and Governors of the school. However, ultimate responsibility remains with the parents/carers.

### **Summary of Procedure for Administration of Medicine**

- Medicine that is prescribed by a doctor only, will be administered at school.
- Permission to dispense medication form must be completed by the parent/carers.
- Medicine must be in original packaging clearly marked with name of child, class and dose to be administered.
- All medication given must be recorded and witnessed on the reverse of the 'Request for Administration of Medicine in School' form.
- It will be the parent/carers responsibility to collect medication at the end of each school day where necessary.

## Appendix 1

Broad Street  
Woodborough  
PEWSEY  
Wiltshire  
SN9 5PL



Telephone & Fax: 01672 851305  
e-mail: [admin@woodborough.wilts.sch.uk](mailto:admin@woodborough.wilts.sch.uk)  
[www.woodboroughprimary.org.uk](http://www.woodboroughprimary.org.uk)  
Headteacher: Mrs S. Brewis, BA (Hons)

Dear Parent

### **Medication for Pupils**

In order to comply with Local Authority guidelines on administering medications in school it is necessary to operate the following procedures here in school.

Very few medicines need to be taken in school hours and in most cases the appropriate dosage of medicine when prescribed to be taken “three times a day” can be given “before school, after school and at night”.

Medication will not be given to any pupil without the specific written consent of the parent. Non-prescribed medicines will not be given even with the consent of parents.

A request for school staff to administer medicine must be in writing and include evidence that the child needs to take medicine during school hours, e.g. instructions on the container or advice from the pharmacist. A Parental Consent Form is available on the school website to assist with this process. Medicines must be in the pharmacist’s original container, clearly labelled with the pupil’s name and the dosage/instructions.

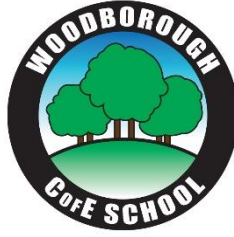
The medicine, together with the completed and signed consent form, should be delivered to school, where possible by a parent and should be handed to the Administrative Officer or a Staff First Aider.

Any medication which has passed its expiry date should be collected from school by parents within 5 days of the expiry date.

Yours sincerely

Mrs Sarah Brewis  
Head Teacher

**Appendix 2**



**PARENTAL CONSENT FORM  
FOR ADMINISTRATION AND STORAGE OF MEDICATION**

**Parental agreement on general administration of medication**  
*Request to supervise the administration of medicines to my child*

I confirm that my child \_\_\_\_\_ requires the following medicines to be taken in accordance with medical advice.

Medicines	Where stored	Time required	Amount	How given

Names of school staff authorised to give medication \_\_\_\_\_

Please indicate which of the following you would like the school to carry out:

- a. Keep the medicines and assist my child who will take the medication him / herself as detailed above YES/NO
- 
- b. Keep the medicine and supervise my child to ensure that he / she takes the medicines as detailed above YES/NO

*In making this request I accept full responsibility for my child's welfare.*

*I agree that all medicines will be given to the carer in the original container.*

**Signed (Parent)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Decision by School**

- a. I am willing / not willing to meet your request YES / NO
- b. I agree to establish a written record of action taken YES / NO
- c. I agree to make arrangements for the storage of medicine YES / NO

**Signed (on behalf of School)** \_\_\_\_\_ **Date** \_\_\_\_\_

