

Policy and Guidelines on the Administration of Medication

(These guidelines support, and do not replace nor supersede, the content of the following Local Authority policies: *Health Care in Schools 3-18 (2012)*; *Education Services Off-site Safety procedures for Schools – Excursions, Outdoor Learning and Adventurous Activities for Children and Young People (2012)*.)



Why do we have these guidelines?

We recognise our pupils may occasionally, or on a regular on-going basis, require school staff to assist with or supervise them taking medication.

The Local Authority's policy '*Health Care in Schools 3-18*' sets out the roles and responsibilities to be followed by parents, pupils and staff to ensure that all health care in school is provided in a safe and efficient manner. These guidelines set out how this policy is applied in Moniaive Primary School specifically with regard to the administration of medication.

Who should be familiar with these guidelines?

All school staff (teaching and non teaching), and parents should be familiar with these guidelines and the Local Authority policy '*Health Care in Schools 3-18*' (available at www.dumgal.gov.uk or school blog). Pupils should also be aware of the key points in this policy and guidelines; this will be discussed with them as part of the school's Health and Wellbeing curriculum.

Who do these guidelines apply to?

These guidelines apply to all pupils.

What do these guidelines cover?

These guidelines set out:

- Who will administer medication in school
- What parents should do if their child requires to take medication in school
- Where pupils' medication will be stored
- What records must be kept when medication has been administered
- What action we will take regarding medication on school trips
- Who we will share pupils' health information with
- What action we will take to protect pupils' from infectious diseases

What do these guidelines not cover?

These guidelines do not include:

- The provision of personal care
- The provision of first aid care
- The provision of more general health care.

Please see: *Policy and Guidelines on the Provision of Personal Care; Policy and Guidelines on First Aid; Health Care in Schools 3-18*

Who will administer medication in school?

A list will be maintained of all staff who have volunteered to administer medication (see Appendix D). This will be updated annually. A copy of this list will be kept in the medication safe and in the first aid cupboard. Pupils requiring medication will be made aware as to which staff can support them and, where practical, will be given the option as to which members of staff they would prefer.

What should parents do if their child requires to take medication in school?

The Local Authority's policy 'Health Care in Schools 3-18' states:

'Medication should only be in school when absolutely necessary. (If the medication is only required 3 times a day then this could be done out with school hours.)'

However, when it is necessary for pupils to have medication in school, the Authority's policy provides specific guidelines which parents must follow. These are listed in Appendix A.

Of particular importance is the need for parents to complete an Administering Medication: Parental Permission Form (Appendix C). A copy of this form will be provided to every family at the start of each session to keep until such times that they may need it; additional copies can also be obtained from the school office or downloaded and printed from the school blog.

On receipt of this, the school will complete the Administering Medication: School Agreement and Confirmation Form section and return this to the parents. The Authority's policy states that parents must not send their child to school with medication until they have received this form; we therefore encourage parents to bring any medication to the school office in person so that this paperwork can be completed appropriately.

If medication is required to be sent between home and school on a regular basis, eg, a course of antibiotics, then it is the parents' responsibility to ensure that they, or another nominated adult, arrange to deliver the medication to the school office or class teacher each morning and collect it at the end of the school day. Where medication is likely to be needed over the longer term, eg, inhaler for asthma, it may be more convenient for a supply of the medication to be kept in the school at all times. Parents should discuss this with their medical practitioner and keep in mind the guidelines in Appendix A.

Where will pupils' medication will be stored?

Medication will normally be stored in the locked Pupil Medicine box in the office. Access to this box and its keys are restricted to staff. However, some medication may require to be kept refrigerated and will be kept in the staffroom fridge. Access to the staffroom is restricted to staff and pupils under staff supervision. Where a pupil is considered able to manage their own medication, such as an inhaler, they should keep it in their school bag or in their personal classroom tray.

What records must be kept when medication has been administered?

Before administering any medication, staff must check that an Administering Medication: Parental Permission Form (Appendix C) has been completed and filed in the Medication Record folder in the Pupil Medicine box.

Medication must only be administered in accordance with the guidelines set out in the Authority's policy '*Health Care in Schools 3-18*'. Key points are included in Appendix B.

Once medication has been administered, staff must complete the Record of Administered Medication attached to the Administering Medication: Parental Permission Form.

All paperwork relating to the administration of medication is kept in a file in the secure Pupil Medicine box. This will be reviewed annually; forms which are no longer current will be transferred to the Pupil's Personal Record (PPR). This information is confidential and subject to the Authority's Data Protection policies.

What action will we take regarding medication on school trips?

Parents and pupils are entitled to expect the same level of health care whether in or out of school.

Prior to pupils participating in an off-site visit, parents will be asked to provide up-to-date medical information as part of visit permission documentation. Office staff will ensure that this, along with other trip documentation, is made available to the party leader. The party leader should familiarise themselves with the information and ensure that any medication/equipment likely to be required during the trip is carried in the 'trip bag'. This bag should be supervised by the party leader at all times and care taken to keep the contents secure and confidential.

Who will we share pupils' health information with?

As a small school, all staff have regular contact with all pupils, therefore at the start of each session staff will be informed of any pupils with a medical condition and directed to SEEMIS/pupil records for further information. Where we feel it is appropriate, we may also share this information with visiting specialists, supply teachers, sports coaches and/or parent volunteers, who are also bound by school confidentiality.

Details of pupils' medical conditions must only be kept in SEEMIS, PPRs, or the Pupil Medicine box. They must never be kept in staffs' general records or files.

What action will we take to protect pupils from infectious diseases?

Prevention is better than cure, therefore we also have a responsibility to minimise the risk of transferring infections to other pupils and staff. A list of communicable diseases is contained within the Local Authority's policy '*Health Care in Schools 3-18*' which indicates the amount of time, if any, affected pupils should be kept off school. This information is also available from the school office. We encourage parents to share the nature of their child's illness so that, where appropriate, we can advise them on the recommended exclusion period.

Through our Health and Wellbeing curriculum, pupils are also taught how to protect themselves and others from common illnesses such as tummy upsets and colds. We provide hand washing facilities throughout the school, hand sanitizer gel in the dining room, and paper

tissues in all classes.

Appendix A

Parental Responsibilities *(extract from 'Health Care in Schools 3-18')*

When attending school it is helpful, where possible, for parents to ask the prescribing doctor or dentist if the medication can be prescribed to allow administration outside school hours.

If their child has asthma the parent must obtain a written Asthma Action Plan from the person who prescribed the medicines (either GP or Paediatrician). A copy of this must be provided to the school.

Parents must complete an Administering Medication: Parental Permission Form (Appendix C) before the school can support any child who requires medication. This form will be time limited and will be reviewed after 28 days in nursery and updated termly, as a minimum, and at the start of each school year for primary and secondary. All parts of this form must be completed. Parents are required to:

- Inform the school if their child self medicates, the frequency and dosage, and how the medication will be stored safely.
- Be aware that if the child is carrying their own medication and is considered not to be using it appropriately, school staff will ask the child to hand over the medication, if the child refuses, the parent will be contacted.
- Provide details of other medication the child is taking
- Note that medications **MUST** be in the original container. Where the child requires two or more prescribed medicines, each should be in the original container.
- Provide the information leaflet that accompanies the medication.
- All medications **MUST** be clearly labelled with the child's name and date of birth.
- Ensure that medication is not out-of date and there is a sufficient quantity in school.
- Provide the school with details of at least two emergency contacts
- Complete a new Parental Permission Form for any new medication, or where there has been a change in medication requirements.
- Up-lift any unused supplies of medication, or arrange for another responsible adult nominated by them to do so, preferably at the end of each school term, but definitely at the end of the school year.
- Inform the school of any other persons who should have access to records or any other information about their child.
- Regularly up-date the school of any changes to the prescription or the support required.
- Note that medicine containing aspirin can only be given to your child with written confirmation from a doctor.

Appendix B

Procedures for Administration of Medication *(extract from 'Health Care in Schools 3-18')*

Before medication is given by designated members of staff, staff must:

- Check that the Administering Medication: Parental Permission Form (Appendix C) has been completed. Written permission from parents will be time limited and will be reviewed after 28 days in nursery and updated termly or, as a minimum, at the start of each school year for primary and secondary.
- Not administer any medication if they do not know what it is for.
- Check the medication is labelled or marked with the pupil's name and date of birth.
- Ensure the medication is in the original container.
- Check expiry and dispensed date and consider: is this medication for the current condition? Is it still appropriate to use? If the member of staff is unsure, this should be checked with the Head teacher and/or parent.
- Check dosage supplied by the parent against dosage on the label.
- Read the information leaflet accompanying any medication.
- Not give the first dose of a new medication. The first dose of any new medication for a pupil must always be given by their parent, in case the pupil experiences an adverse reaction to the medication.
- Check that it is the correct pupil as named on the medication
- Supervise the pupil to self medicate if necessary, and when complete, store the medication away to ensure the safety of other pupils.
- Ensure unused/expired medication is returned to the parents.

When supervising or giving medication to pupils, including on a 'when required' basis, the staff member must complete a Record of Administered Medication (Appendix C) indicating why the medication has been given, for example wheezing, running eyes. The dosage and administration of medication should be witnessed by a second adult. However in an emergency situation where it is not possible for two adults to be in attendance the pupil should not be prevented from receiving their medication.

Appendix C

Administering Medication Form - Example

ADMINISTERING MEDICATION: PARENTAL PERMISSION FORM (to be completed by parents)			
PART A: DETAILS OF CHILD			
Surname		Forenames	
Address		M/F	
		Date of birth	
Reason for medication (condition/ illness)			
Does the child self administer? (please circle one)	YES NO (if yes please detail below further information and where the medication will be stored)		
PART B: CHILD'S MEDICATION DETAILS			
Name/type of medication (as described on the container)			
For how long will your child take this medication?			
When did your child last take this medication?			
Date dispensed			
Dosage and method			
Timing			
Special precautions			
Possible side effects	<i>Parents should provide the school with a copy of the Patient Information Leaflet / Data Sheet supplied with the medication</i>		

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Medication to be held by (please circle one)	CHILD	SCHOOL STAFF
Medication to be (please circle one)	SELF-ADMINISTERED BY CHILD	GIVEN BY SCHOOL STAFF
Procedures to take in an emergency		
Please detail any other medication that the child is currently taking		
Emergency contact details (two contacts <u>must</u> be provided)		
First contact		
Name		
Relationship to child		
Phone/mobile number		
Other contact number		
Address		
Second contact		
Name		
Relationship to child		
Phone/mobile number		
Other contact number		
Address		
<i>I declare that my child has no adverse affects to this medication</i>		
Signature (person with parental responsibility)		Date
<i>I/We acknowledge that the above instructions will be carried out by a member(s) of staff who is authorised to administer the medication. We also accept responsibility to arrange for the collection of unused medication at the end of each school year.</i>		
Signature (person with parental responsibility)		Date
Signature		Date

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(student over 16 years of age)			
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RECORD OF ADMINISTERED MEDICATION (to be completed by school staff)					
Pupil's name			Staff designated to administer medication		
Name of medication					
Date	Time	Dose given (or reason why dose withheld)	Any reactions	Member of staff (print name)	Signature
Parents informed of last dose given					
Unused medication returned: Collected by parents Disposed of by school					

ADMINISTERING MEDICATION: SCHOOL AGREEMENT AND CONFIRMATION FORM (to be completed by school staff)			
I agree that (insert pupil's name)			
Will receive (insert quantity and dose of medication)			
Every day at (insert time medicine to be administered eg lunch time or break time)			
Your child will be: <i>(please delete as appropriate)</i> Given their medication to self administer Supervised while he/she takes their medication by (print name of member of staff):			
The arrangements will continue until (insert either end date of course of medication or until instructed by parents)			
Signed:Named Staff			Date

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Signed:Headteacher		Date	
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RECORD OF ADMINISTERED MEDICATION (continued)					
Date	Time	Dose given (or reason why dose withheld)	Any reactions	Member of staff (print name)	Signature

Appendix D

Register of Staff Willing to Administer Medication

The following staff have volunteered to administer oral medication to pupils.

Name	I have read the Local Authority's policy 'Health Care in Schools 3-18'	I have read Moniaive Primary School - Policy and Guidelines on the Administration of Medication	Signed
	Please initial below		