**St. Dominic’s Primary School**

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**Administration of Medicine Policy**

**December 2020**

This document has been written in line with the DfES information pack “Supporting Pupils with Medical Needs - a good practice guide”, circular 14/96 and “Managing Medicines in Schools and Early Years Settings” available from their web site [www.dfes.gov.uk](http://www.dfes.gov.uk/)

Parents have the prime responsibility for their child's health and thus are responsible for

making sure that their child is well enough to attend school. They are expected to keep their children at home, or make other arrangements for their care, when they are acutely unwell. However, sometimes children are well enough to be in school but still require regular prescribed medication.

**1 Who can administer medication?**

The administration of medication is a voluntary role for support staff, unless it is part of their contract of employment. However, as the school owes a duty of care to its pupils, staff are expected to assist a pupil in an emergency, provided they can do so without putting themselves at undue risk. Where the emergency would require a specialist medical technique for which staff have not been trained, the best assistance would be to immediately summon the ambulance service and/or the child's parent/carer, as appropriate.

**2 Prescribed Medication in school**

Medication should only be permitted in school when the child’s doctor deems it to be essential. No medication will be administered unless an ‘Administration of Medication’ form has been completed by the parents or guardians. Parents must also provide all relevant information relating to the child’s medical condition if staff are to support them in school. The School Nurse will of course be a good source of additional background information on any particular health related matter and the Department of Public Health will also give advice where appropriate.

Wherever possible, pupils, even the very young, should be enabled to administer their own

medication, but this should be under a level supervision appropriate to the individual child.

**3 Dealing with Medication in School**

Appropriate secure storage for medicines must be arranged and records of medicines received and administered must be kept. These will be kept in the main office in a locked drawer.

Emergency medication should accompany the child wherever he/she may be in the school. Any other medication brought into school should not be carried around by the pupil, but handed into the office so that it can be kept securely until required.

The parents or legal guardians must be informed that it is their responsibility to promptly inform the school of any changes to the medication or its administration. Parents must also maintain an up to date supply of the medication to the school. Parents are given a form

‘**Administration of Medication’** to record the details of medication required.

A record of any medication given to pupils, and the staff involved, is kept in the school office. Records will offer protection to staff as they provide proof that staff have followed the agreed procedures.

**Parents must identify the circumstances in which the medication should be administered and this should be made explicit on the Administration of Medicines Form.**

Schools are responsible for ensuring that medicines are both administered and stored safely on

the school premises.

* **All medicines must be clearly labelled with the child’s name and prescription label and in the original packaging. Where a pupil needs two or more prescribed medicines, each should be in their separate and appropriately labelled container.**

**Administration of Medicines**

Administration of medication should ideally be administered by parents. Where possible it is the school’s policy to comply with requests from parents to help in administering medicines to children when these are of an essential nature (e.g. epilepsy, diabetes, asthma, anaphylaxis), during the school day.

The Head Teacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

**Please note parents should keep their children at home if acutely unwell or infectious.**

Parents are responsible for providing the Head Teacher with comprehensive information regarding the pupil’s condition and medication. Prescribed medication will not be accepted in school without parental completion the relevant paperwork.

Antibiotics should be administered at home unless they require to be taken four times per day.

Only reasonable quantities of medication should be supplied to the school

Each item of medication must be delivered to the Head Teacher or Authorised Person, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**.

**The school will not accept items of medication in unlabelled containers.**

When the medicine is brought into school, the parent must complete the necessary paperwork. Alternatively, the parent or a relative can come to school to administer the medication at the correct time.

Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked cabinet.

The school will keep records of all medication administered.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day.

It is the responsibility of parents to:

* Notify the school in writing if the pupil’s need for medication has ceased.
* Renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medication needs, the Head Teacher, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision.

A few medicines, which need to be used regularly or in an emergency, such as that contained in asthma inhalers, must always be readily available to pupils and therefore cannot be locked away. There is also a need to refrigerate some medication. These can be kept in a refrigerator containing food, but should be in a clearly labelled, separate, airtight container to avoid contamination from food etc. Access to a refrigerator holding medication must be restricted to members of staff. The fridge in the office should be used for this purpose.

**Pupils must never take or have administered, medication which has been prescribed for another pupil.**

In the event of a child refusing to take the required medication, a member of staff will call the parent immediately to seek further advice.

**4 Non Prescribed Medication**

School will not administer any non-prescribed medication.

**5 Long Term Administration of Prescribed Medication**

Children with long term medical needs have the same right to be admitted to and to attend

school as other children and to refuse to make "reasonable adjustments" to accommodate their needs, may be deemed to be discriminatory under the Disability Discrimination Act 1995. Such children must be enabled not only to access the curriculum, but also to fully participate in all aspects of school life. Where the child has a serious chronic medical condition, it is necessary to have a Health Care Plan. The purpose of such a plan is to ensure that staff have sufficient information to understand and support such a pupil and outline any emergency action which may be necessary. Health Care Plans should always be drawn up in conjunction with the parents or guardians and the School Nurse or the child's Doctor. All medical information relating to individuals is confidential and therefore, the information contained within the Health Care Plans must be treated as such. The Headteacher should agree with the pupil’s parents or guardians, as to who should have access to records and other information. It is however, sometimes sensible, with the agreement of the parents, to explain the use of medication to a number of pupils in the affected child’s class, so that peer group support can be given.

Any restrictions on a pupil’s ability to participate in physical education should be included in their individual Health Care Plan. For example, some pupils may need to take appropriate precautionary measures before or during exercise and/or be permitted to have immediate access to their medication as and when necessary. Teachers supervising sporting activities involving pupils with medical needs, need to be made fully aware of their medical conditions and what to do should any particular medical emergency arise.

* Staff should make themselves aware of any child who has any medical condition within their class.

If it is necessary to give emergency treatment, then a clear written account of the incident

must be given to the parents or guardian of the child at the earliest opportunity and a copy

retained in the school.

All staff should be aware of the names of the First Aiders and the school procedure to summon the emergency services.

If a pupil needs to go to hospital then their parents should to be notified immediately, so that they may accompany them or meet them at the hospital. If a young child's parents can not be contacted, then a member of staff may accompany them in the ambulance.

Staff should not take pupils to hospital in their own cars unless instructed to do so by Ambulance Control, such as in the case of poisoning. Even in such circumstances, this can only be done if the car has insurance cover for business use and another adult accompanies the driver, otherwise staff must wait for the ambulance to arrive.

The parents’ cultural and religious views should always be taken into account and respected when dealing with medical conditions and medical emergencies. However, parents should be informed that in an emergency, the school will exercise its duty of care by immediately calling the ambulance service as well as informing the parents. Once in the care of the paramedics, in the absence of the parents, all decisions on treatment will be deferred to the medical practitioners in attendance.