



Queen Eleanor's C.E. (V.A) Junior School

Medicine Administration Policy

Parents, as defined in the Education Act 1944, are a child's main carers. They are responsible for making sure that their child is well enough to attend school and able to participate in the curriculum as normal. However, General Practitioners (GPs) may advise that pupils should attend or recommence school while still needing to take medicines. In other cases, to enable children with a chronic illness to lead as normal and happy a life as possible, it may be necessary for them to take prescribed medicines during school hours. Parents should keep their children at home if acutely unwell.

This policy recognises that, generally speaking, the administration of medicines is the responsibility of parents. There is no requirement for headteachers, teaching or support staff to undertake these responsibilities. However, in order to maximise inclusion, we will assist parents and health professionals by participating in agreed procedures to administer medicines when necessary and reasonably practical.

All staff should take the same care that a reasonable, responsible and careful parent would take in similar circumstances, while they are responsible for the care and control of children. In all circumstances, particularly in emergencies, teachers and other staff are expected to use their best endeavours. The consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. Surrey County Council fully indemnifies all its staff against claims for alleged negligence providing they are acting within the remit of their employment. As the administration of medicines is considered to be an act of "taking reasonable care" of the pupil, staff agreeing to administer medication can be reassured about the protection their employer would provide.

Medicines Generally Kept In School

In line with advice, we will not keep medicines in school for general use because we may not know whether pupils requesting such medicines have taken a previous dose or whether the medication may react with other medication being taken.

Medicines Brought Into School

Non-Prescribed Medicines

In certain circumstances, and only with written parental permission, we can take responsibility for any non-prescribed medicines which parents may bring into school to help with minor ailments.

Prescribed Medicines

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not to be administered during the school or setting 'day'. We can only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. We can never accept medicines that have been taken out of the container as originally dispensed **nor make changes to dosages on parental instructions.**

Where possible, it would be helpful if medication can be prescribed in dose frequencies which will enable it to be taken outside of school hours. Parents can be encouraged to consult the prescribing doctor or dentist about this.

Any member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions. In practice, where administration cannot be carried out by a parent or carer, medicines will be generally be administered by the office staff.

Authority for Administering Medicine

No pupil should be given medication without written consent from the parents. All medicines to be administered in school should be accompanied by written instructions from the parent and/or doctor specifying the type of medicine, the circumstances under which it should be given, the frequency and dosage levels.

Carriage of Medicines To School

Medicines should be brought to the school, by the parent or other responsible adult, and handed to a responsible named member of staff, in clearly labelled containers including the child's name, the type of medicine and dosage instructions. In cases where there is doubt about the correct dosage, advice should be sought from the School Health Service before the medication is given.

Children must not carry medicine to and from school. The only exceptions to this may be epi-pens or inhalers as children with asthma should participate in all aspects of the school day including physical activities. They need to take their reliever inhaler with them on all off site activities.

Storage of Medicines

Medicines must be kept in the container supplied which must be clearly labelled with the:

Name of the child
Dose/frequency of administration
Date of dispensing
Cautionary advice
Expiry date

Parents are responsible for ensuring medicines do not exceed their expiry date.

Instructions regarding any specific requirements for the disposal of equipment/waste product, e.g. syringes, gloves, should be kept with the medication and equipment.

NB: Under no circumstances should any medicine be transferred into another container for keeping/storage.

Medicines should be locked away, with the key being readily available to appropriate members of staff to ensure access in case of emergency. The exceptions to this may be:

a) Medicines for asthma, anaphylaxis, diabetes and epilepsy.

These medicines may be needed in emergency situations when immediate access would be essential.

b) Medicines needing refrigeration.

The refrigerator is in a secure location to compensate for the impracticability of locking it.

Arrangements for Administering Medicine In School

Practical arrangements for administering medicines in school may vary according to

particular circumstances. In some cases parents may be encouraged to visit the school to administer medication.

Self-Administration by Pupils

Sometimes pupils may be allowed to take responsibility for self-administration of medicines. In these cases it must be part of the written agreement with the child's parents and the school.

Intimate or Invasive Treatment

We recognise that some school staff will be understandably reluctant to volunteer to administer intimate or invasive treatment because of the nature of the treatment, or fears about accusations of abuse. Parents and staff must respect such concerns and should not put undue pressure on staff to assist in treatment. Staff should protect the dignity of the pupil as far as possible.

Pupils Refusing Medication

If a pupil refuses to take medication, teachers should not force them to do so. Talk to the child and record the reason for refusal of medication. The school should inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services.

Practice/Procedures

The following standard practice should be followed by school staff when administering medicines. They must:-

- Check written instructions received by the school and confirm with details on the medicine container.
- Check the prescribed dosage.
- Check the expiry date of the medicine (Note: it may be helpful to remind parents if the expiry date is approaching).
- 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.

Emergency Travel

Generally staff should not take pupils to hospital in their own car. However, in an emergency it may be required. In such situations the member of staff should be accompanied by another adult. Where the Headteacher considers it appropriate they should call for the assistance of an ambulance.

Treatment for Serious Medical Conditions

Some children suffer from chronic medical conditions, which may require urgent action to prevent a possible life-threatening situation from developing. Specially appointed support staff may not be available to carry out these tasks. Where there are other willing staff they may do so, exercising their duty of care. In such cases the following points should be followed:

- In all cases professional training must be obtained before the school makes a commitment.
- Teachers (including supply) and other relevant staff normally coming into contact with pupils with such conditions should be made aware of them.
- **Medic alert - Bracelets/Necklaces** These are worn to alert others of a specific medical condition in case of an emergency. As these items can be a

source of potential injury in games or practical activities, consideration should be given, in appropriate circumstances, to their temporary removal and safe keeping by the person in charge of the activity. In such cases staff will need to be alerted to the significance of these bracelets/necklaces and be clear whom they belong to when taking charge of them.

Emergency Assistance

All children should know what to do in the event of an emergency, such as telling a member of staff. All staff should know how to call the emergency services. Guidance on calling an ambulance is provided in Appendix I.

Record Keeping

The following is a summary of the records, which **MUST** be kept in connection with the administration of medicines:

- a) Records of requests/parental consent
- b) Names of staff responsible for medication, keeping information and medicines up to date and keeping equipment and devices clean and in good working order.
- c) Names and locations of staff authorised and trained to administer medication
- d) Details of all treatments/medication given, including the date, time, medicine, dose, method and signatures of the administrator and, where appropriate, the witness (see Appendix III)
- e) Full details of any incidents involving emergency action.

Confidentiality

The head and staff should always treat medical information confidentially. It is essential that relevant staff are informed on a strictly need to know basis.

HJR

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APPENDIX I

Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number

01483 561323

2. Give your location as:

Queen Eleanor's Junior School

Queen Eleanor's Road,

Onslow Village

Guildford

3. State that the postcode is **GU2 7SD**

4. Give exact location **in** the school/setting

5. Give your name

6. Give name of child and a brief description of child's symptoms

7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the scene

APPENDIX II

PUPIL MEDICATION REQUEST FORM

Child's Name:

Parent's surname if different:

Home Address:

Condition or Illness: _____

Parent's Home Tel: _____

Work Tel: _____

GP Name: _____ Location: _____

GP Tel: _____

Please tick the appropriate box

My child will be responsible for the self-administration of medicines as directed below.

I agree to members of staff administering medicines/providing treatment to my child as directed below.

I agree to update information about the child's medical needs held by the school and that this information will be verified by GP and/or medical Consultant.

I will ensure that the medicine held by the school has not exceeded its expiry date.

Signed _____ Date _____

(Parent)

NOTE: Where possible the need for medicines to be administered at school should be avoided. Parents are therefore requested to try to arrange the timing of doses accordingly

**APPENDIX III
PUPIL MEDICATION RECORD**

Child's name: _____ Date of Birth: _____

	Date	Time	Medicine given	Dose	Signature(s)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					