

## **POLICY ON ADMINISTRATION OF MEDICINES AT THE FRIARY**

Issue 2: September 2008

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- This policy is designed to support all the aims of the school.
- It is published to parents on the school web-site.
- It is based on and endorses the Staffordshire County Council Education Service document 'Policy Guidelines and Code of Practice for the Administration of Medicines in Schools' September 2003 to which reference should be made for more detailed information. Parents may have access to the full text of the guidance on request.
- It is closely associated with the following school documents:
  - Health Safety and Security Policy;
  - Emergency and Critical Incidents Policy;
  - Accidents Policy;
  - Disability Scheme and Accessibility Plan (DESAP)
  - Special Educational Needs Policy;
  - Care Plans.

### **1.0 General:**

To avoid unnecessary circulation of potentially harmful materials in school, medication should be taken at home whenever possible. However, the governing body of the Friary school recognises that many pupils will at some time need to take medication within the premises. While parents retain responsibility for their child's medication\*1, the school has a duty of care to the pupils while at school. The governing body wishes to do all that is reasonably practicable to safeguard and promote pupils' welfare and to enable them to gain the maximum benefit from their education.

### **2.0 Responsibilities:**

- The governing body takes responsibility for the administration of medicines during school time in accordance with the government's and LEA's policies and guidelines.
- The Head (or his representative with delegated authority) will implement the school policy and report as required to the governing body through the Premises and Health and Safety Committee.
- All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. The governing body does not require staff to administer medication. (Circular 14/96 Supporting Pupils with Medical Needs).
- However, some specified staff, who volunteer their services, will be given training to administer first aid and/or medication to pupils.
- Medication will only be administered by trained staff. This includes the supervision of self-administered medication.

### **3.0 Staff Indemnity**

- This policy and the LEA Guidelines and Code of Practice referred to above are designed to support and protect staff who undertake the administration of medicines.
- The LEA fully indemnifies all staff against claims for any alleged negligence, providing

They are acting within their conditions of service and working according to its guidelines and code of practice.

- The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The LEA will meet any claims in these circumstances.

\*1 Young people may consult a doctor and receive medication without parental knowledge or consent if the doctor is persuaded that the young person has “sufficient age and understanding”. This is no fixed age for this but will most likely apply to pupils over 16. In such cases the school may have to deal directly with the student.

## **4.0 Guidelines**

### **4.1 Records**

- On admission of the pupil to the school, all parents will be required to provide information giving details of:
  - medical conditions
  - allergies
  - regular medication
  - emergency contact numbers
  - name of family doctor/consultants
  - special requirements (e.g. dietary)
- At the beginning of each academic year all parents will be required to up-date the information given to the school. At the same time, parents are required to submit or resubmit, as appropriate, the form ‘Parental Request for the Administration of Medicines in School (Appendix 1).

### **4.2 Medicines Permitted in School**

- The school does not provide medicines for distribution to pupils e.g. paracetamol, lozenges.
- Medicines provided from home, whether on prescription or over the counter may only be brought into school following the completion of a parental request form (appendix 1). This applies whether the medicine is to be administered by staff or self-administered by the pupil.

### **4.3 Administration of the Medication (See Appendix 3)**

- The school expects that normally parents will administer medication to their children.
- Any requests for medicine to be administered must come from a parent in writing on the school's ‘Parental Request for the Administration of Medicines in School’, and each request will be considered on an individual basis.
- The Form will include:
  - name of parent and contact number
  - name and address of child
  - name of medicine
  - name of doctor who prescribed it
  - how much to give
  - how it should be kept and stored
  - how it is to be administered
  - when to be given

- any other instructions
  - and will end with the LEA recommended consent statement:
- A separate form must be completed for each medicine to be administered.
- Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity. Before the Head agrees to the request a meeting between the school and parents may be necessary. (See the government guidance 'Supporting Pupils with Medical Needs')
- The Head (or person authorised by the Head) will decide whether any medication will be administered in school, and by whom. In appropriate cases, the Learning Support Co-ordinator and parents in consultation with the appropriate health professional (and anyone else the Head deems necessary) will draw up a care plan.
- The medication must be in a container as prescribed by the doctor and dispensed by a chemist with the pupil's name and instructions for administration printed clearly on the label.
- The school will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents.
- Many Primary pupils will have the ability to self administer their own medication. If the pupil is to keep and administer their own medication, the school must be alerted to this fact on the parental request form (appendix 1). This applies to both prescription and non-prescription medicines.
- Normally medication will be kept under the control of the school's first-aider unless other arrangements are made with the parent.
- Normally the administration of medication will only be done in school at the following times:
  - immediately before school
  - breaks and lunchtime
  - exceptionally, immediately after the end of the school day
- The school actively discourages the bringing of non-prescription medicines to school. When permission for this is given, only one day's dose in the original packaging may be brought into school at one time.

#### **4.4 Intimate or Invasive Treatment**

The school will not normally allow these to take place in school, but in exceptional circumstances the head is authorised to agree to it. Two adults must be present when these take place, at least one of whom must be of the same gender as the pupil.

#### **4.5 Long-term Medical Needs**

The governing body and Head will do all they reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the parents and, in most cases, medical care the family doctor. The governing body also reserves the right to discuss the matter with the school's medical adviser.

#### **4.6 Records**

- The form 'School Medicine Record Form' (Appendix 2) must be completed in every instance. It will be kept in the school office.
- The form will record:

- name and tutor group of the pupil
- date and time of the administration
- who supervised the administration
- which medication
- how much was given
- a note of any side-effects – in the case of “new” and “powerful” treatment a period of observation is recommended. Parents have responsibility for warning the school of any known serious side-effects of such medicines.
- The school (named person) will ensure that the medical record form is filled in and checked regularly.

### **5.0 Training**

The governing body is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

### **6.0 Monitoring and Review**

The Head (or his representative with delegated authority) will be responsible for monitoring the implementation of the policy, and reporting at least annually to the Premises and Health and Safety Committee of the governing body.