

St Vincent De Paul R.C. Primary School, Knutsford

Mission Statement:

Believe, Trust and Be Ready

"That they may have life, and to the full" John 10:10



ADMINISTRATION OF MEDICINES POLICY

Policy Date: January 2020

Review Date: January 2023



St. Vincent de Paul Catholic Primary School

Administration of Medicines Policy

Most young people will at some time have short-term medical needs i.e. finishing a course of antibiotics. Some young people will also have longer term medical needs and may require medicines on a long-term basis such as controlled epilepsy etc. Others may require medicines in particular circumstances, such as those with severe allergies who may need an adrenaline injection. Young people with severe asthma may have a need for inhalers or additional doses during an attack.

In most cases young people with medical needs can attend school and take part in normal activities but staff may need to take care in supervising such activities to make sure such young people are not put at risk. An individual Health Care Plan can help staff identify the necessary safety measures to help support young people with medical needs and ensure that they, and others, are not put at risk.

The following safeguards should be observed in any case where school agrees to accept responsibility for the administration of medicines to children:

- School must receive a written request from the parent giving clear instructions regarding the required dosage. Where appropriate a doctor's note should be received to the effect that it is necessary for the child to take medication during school hours.
- The Head Teacher must obtain informed consent from the parent in favour of the Head Teacher or a nominated adult. It must, however, be remembered that in spite of any form of disclaimer, the Head Teacher must continue to exercise the duty of care. The necessary documentation should be completed by the parent whenever a request is made for medication to be reviewed termly.
- Long-term illnesses, such as epilepsy or diabetes will be recorded on the child's record card, together with appropriate instructions given by the school doctor or nurse. Individual children's medical records are posted on the medical notice-board in the staffroom.
- The medicine, in the smallest practicable amount, should be brought to school by the parent or nominated responsible adult, not the child and should be delivered personally to the Head Teacher or a nominated member of staff. The medication must be in its original packaging and the prescription must be attached to the medication.
- Prescribed medicines must be clearly labelled with contents, child's name and dosage, and must be kept in a safe and secure place appropriate to the contents, away from the children, unless they may be needed urgently (eg for asthma) and must be documented for receipt administration and dispatch. **We will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parent's instructions.**
- Non-prescribed medicines - Staff will **never** give a non-prescribed medicine to a young person. **Exception:** A nominated responsible adult will only administer paracetamol (Calpol/Children's Nurofen) if it is at the advice (written evidence) of a doctor (e.g ongoing pain due to a broken bone etc.). Written consent must be given and details of when medicine was administered completed (Appendix A).
- Large volumes of medicines will not be stored. Medicines will be stored strictly in accordance with the product instructions and in the original container in which dispensed. Staff will ensure that the supplied container is clearly labeled with the name of the child, name and dosage of the medicine and the frequency of administration.
- Medicines that need to be refrigerated will be kept in a refrigerator containing food but

should be in an airtight container and clearly labeled. There should be restricted access to refrigerators holding medicines.

- The young person should know where their own medicines are being stored and who holds the key. All emergency medicines, i.e. asthma inhalers and adrenalin pens will be readily available to the young person in the staffroom and will not be locked away.
- Only one member of staff at any one time will administer medicines (to avoid the risk of double dosing). Arrangements will be made to relieve this member of staff from other duties while preparing or administering doses (to avoid the risk of interruption before the procedure is completed).
- School will ensure that we have sufficient members of support staff who are employed and adequately trained to manage medicines as part of their duties.
- If a pupil brings to school any medication for which no written authority has been given school will not be held responsible for that medication, but will remove it from the child for safe-keeping, and the parents shall be phoned about the medication immediately.
- In all cases where following the administration of medication there are concerns regarding the condition of the child, medical advice will be sought immediately.
- School will keep written records each time medicines are given and staff will complete and sign this record. Good records help demonstrate that staff have followed the agreed procedures. If a young person refuses to take medicine, staff will not force them to do so, but will note this in the records and follow agreed procedures. Parents will be informed of the refusal on the same day.

Exception: Inhalers for children with asthma will be readily available. Where parents ask for children to be fully responsible for their own inhalers, these cases will be handled on an individual basis after consultation with parents and written permission. Inhalers will be kept by teachers in a readily accessible place and available for PE.

Long-Term Medical Needs

It is important to have sufficient information about the medical condition of any young person with long-term medical needs. School needs to know about any particular needs before the young person attends for the first time or when they first develop a medical need. We will develop a written Health Care Plan for such a young person, involving the parents and relevant health professionals. Such plans would include the following:-

- Details of the young person's condition
- Special requirements i.e. dietary needs, pre-activity precautions
- Any side effects of the medicines
- What constitutes an emergency
- What action to take in an emergency
- Who to contact in an emergency
- The role staff can play

Controlled Drugs (Controlled by the Misuse of Drugs Act)

Any nominated member of staff may administer a controlled drug to the young person for whom it has been prescribed (in accordance with the prescriber's instructions). A young person who has been prescribed a controlled drug may legally have it in their possession. It is permissible for schools to look after a controlled drug, where it is agreed that it will be administered to the young person for whom it is prescribed.

Schools must keep controlled drugs in a lockable non-portable container and only named staff will have access to it. A record must be kept for audit purposes.

Disposal of Medicines

All Medicines, including controlled drugs, will be returned to the parent, when no longer required, for them to arrange for safe disposal. If parents do not collect all medicines they will be taken to a local pharmacy for safe disposal.

Emergency Procedures

Our school has arrangements in place for dealing with emergency situations - part of the school's First Aid procedures. Individual Health Care Plans include instructions as to how to manage a young person in the event of an emergency and identify who is the responsible member of staff, for example if there is an incident in the playground a lunchtime assistant needs to be very clear of their role.

Circumstances Requiring Special Caution

Whilst the administration of all medicines requires caution, there are certain circumstances which require special attention before accepting responsibility for administering medicine when the parents are unable to come to school themselves.

These are:

1. Where the timing and nature of the administering are of vital importance and where serious consequences could result if a dose is not taken;
2. Where some technical or medical knowledge or expertise is required;
3. Where intimate contact is necessary;

In such circumstances the Head Teacher will consider the best interests of the child as well as considering carefully what is being asked of the staff concerned. The Head Teacher will seek advice from the consultant community paediatrician or school doctor. Clear policies exist for administration of such medication and there should be clear written instructions, which are agreed by the parents, teachers and advisory medical staff. Clear records will be kept of any medication administered in school and parents should be informed whenever a child is given such medication, which is not part of a regular regime.

Invasive Procedures

Some children require types of treatment which school staff may feel reluctant to provide eg the administration of rectal Valium, assistance with catheters, or the use of equipment for children with tracheotomies. There is no requirement for Head Teachers and staff to undertake these responsibilities and in such circumstances the matter should be referred to the LA.

Only staff who are willing and have been appropriately trained are to administer such treatment. This must be in accordance with instructions issued by the paediatrician or GP. Training in invasive procedures should be conducted by qualified medical personnel. For the protection of both staff and children a second member of staff must be present while more intimate procedures are being followed.

The regular injection of children by teaching staff is not supported. Where it is known in advance that a child may be vulnerable to life-threatening circumstances the school should have in place an agreed

plan of action. This should include the holding of appropriate medication and appropriate training of those members of staff required to carry out the particular medical procedures.

Whether or not Head Teachers agree to administer medication or other treatment, the school should devise an emergency action plan for such situations after liaising with the appropriate community paediatrician. This has implications for school journeys, educational visits and other out of school activities. There may be occasions when individual children have to be excluded from certain activities if appropriate safeguards cannot be guaranteed.

Staff Competence in Administering Medicines

Under Health and Safety legislation, it is necessary to ensure that staff are competent to perform the tasks which might confront them. This includes reacting to an emergency. Staff whose pupils may have conditions such as asthma or diabetes sufficiently severe to cause an emergency are entitled to proper instructions. If a school undertakes responsibility for the administration of special treatment it is essential that adequate training is provided for the nominated persons.

The Head Teacher should approach the appropriate community paediatrician who is willing to provide the necessary training.

A written record of the training and authorisation to carry out procedures should be kept both by the school and the member of staff concerned.

Guidance for Teachers on Parental Consent for Treatment

In general a competent young person may give consent to any surgical, medical or dental treatment. For younger pupils parental consent does not constitute a problem in the vast majority of cases. Sometimes a teacher does meet the problem of a pupil belonging to a religious body, which repudiates medical treatment. Normally the parent will make the decision and this should be regarded as the most desirable course of action. However, the problem could be urgent or the parent unavailable. Parents who have specific beliefs which have implications for medical treatment should make their views and wishes known to the school so that the consequences of their beliefs can be discussed and, if possible, accommodated. In an emergency a teacher would have recourse to ordinary medical treatment.

If a child is being taken on a school journey where medical treatment may be needed and the parent is not prepared to give written instructions and an indemnity on the subject of medical treatment, school might decide that the pupil should not go on the journey, harsh though this may appear to be.

If a teacher undertakes the responsibility for administering medicines and a child were to have an adverse reaction, in the event of a claim by the parent/guardian then the Authority will indemnify the teacher concerned, subject to legal liability being established, and if he/she has reasonably applied this policy.

Head teacher: Miss Bernadette Groarke
Dated: January 2020
Reviewed: January 2020 by Elaine Ranfield and readopted
Next review date: January 2023
Responsible Person: Elaine Ranfield



REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Dear Headteacher,

I request that (Full name of Pupil) be given the following medicine(s) while at school:

Date of birth: Class

Medical condition or illness:

Name/type of Medicine:
(as described on container)

Expiry date..... Duration of course.....

Dosage and method Time(s) to be given.....

Other instructions

Self-administration Yes/No (mark as appropriate)

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school/setting is not obliged to undertake. I understand that I must notify the school/setting of any changes in writing.

Signed Print Name
(Parent/Guardian)

Daytime telephone number

Address
.....

Note to parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.
2. Medicines must be in the original container as dispensed by the Pharmacy.
3. The agreement will be reviewed on a termly basis.
4. The Governors and Headteacher reserve the right to withdraw this service

Appendix A.

SCHOOL COPY

Name of child:

Date:

Time Previously Administered (Parent/Carer)	Time Administered (School)	Amount Administered	Signature/Name of Person Who Administered

PARENT COPY

Name of child:

Date:

Time Previously Administered (Parent/Carer)	Time Administered (School)	Amount Administered	Signature/Name of Person Who Administered