



Pallister Park Primary School

Administration of Medication Policy

Administering Medication Policy

It should be noted that there is no legal duty that requires school staff to administer medicines. However, we recognise that some children with disabilities may be disadvantaged if medicines were not administered, and that other children, who are not very unwell, would benefit from being in school. Therefore we are willing to undertake this task to enable regular attendance, under the following conditions.

Pupils who are unwell should not be sent to school. The administration of medicines will be for pupils who are:-

- suffering from chronic illness or allergy, or
- recovering from a short-term illness and are undergoing or completing a course of treatment using prescribed medicines, or
- in need of a non-prescription medicine for certain known conditions, or
- Intermittent pain relief.

The prime responsibility for a child's healthcare lies with the parent who is responsible for the child's medical care and medication and should supply the school with information. The school has regard for the DFE 'Supporting Pupils at School with Medical Conditions', April 2014. This policy outlines Grange Primary School's approach to meeting the requirements of this guidance.

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Aims of the Policy

- To support regular attendance of all pupils;
- To ensure staff understand their roles and responsibilities in administering medicines;
- To ensure parents understand their responsibilities in respect of their children's medical needs;
- To ensure medicines are stored and administered safely.

Where children are unwell to the extent that they should not be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after. Pallister Park Primary School is committed to ensuring that children return as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported.

Procedures for administering medication

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- Where possible medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

If permission to administer medicine is given the following conditions are set;

- School will only accept prescribed medicines (or over-the counter medication) that are in-date, labeled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
- Tablets, medicine, creams etc. are kept centrally and safe.
- **Permission to administer medication** (template B) form to be completed and signed by parent/carer.
- Dosage, date etc to be recorded in centrally held file.
- Medication should be collected at the end of school each day, or unused medication collected and disposed of safely by carer.

Roles and Responsibilities of School Staff

Staff at Pallister Park Primary School are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self administration. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so.

- All medicines are stored securely in the Office with access only for staff.
- Asthma reliever inhalers are kept in the child's classroom, emergency inhalers are in the Office. Epi pens are kept in the Office or with the individual.
- Staff must complete the form kept in the Medication File each time medicine is administered.
- Certain medications require specialist training before use, eg Epi Pens. If a child requires such medication the Head Teacher will arrange appropriate training as soon as possible. Where specialist training is required, only appropriately trained staff may administer the medication.
- A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person must ensure that the medication is properly labelled and safely stored during the session. Before any medication can be given, the designated person must ensure that:
 - The School has received written consent
 - Another member of staff acts as a witness to ensure that the correct dosage is given

When the medication has been administered, the designated person must:

- Record all relevant details on the **Record of Medication Administered** form (template C)
- If a child refuses to take their medication, staff will not attempt to force them to do so. The Head teacher and the child's parent or carer will be notified, and the incident recorded on the **Record of Medication Administered** form.

Parents' Responsibility

In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the School is accurately advised about the medication, its usage and administration. Parents must complete the parental agreement form kept in the office before a medicine can be administered by staff.

- Children may be able to manage their own medication e.g. asthma inhalers, under adult supervision but again, only with parental agreement given through the appropriate paperwork as above.

- Parents are responsible for ensuring that all medication kept in school is up to date and physical equipment is in working order.
- Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.
- A child's parent or carer must complete a new **Permission to Administer Medication** form if there are any changes to a child's medication (including dosage or frequency confirmed in writing by Doctor where possible).

Long-Term and Complex Needs

Where a child has significant or complex health needs parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a Healthcare Plan may be put in place involving the parents and relevant healthcare professionals.

Individual Healthcare Plans (IHP)

Individual Healthcare Plans may be initiated with the parent by the Head Teacher, Deputy Head or SENDCo or a Healthcare Professional involved in providing care to the child. Putting together an Individual Healthcare Plan is the responsibility of the Head Teacher /SENDCo and is done in partnership involving the School Nurse or Healthcare professional. The IHP provides clarity about what needs to be done, when and by whom.

IHP are often essential to ensure the school are informed about conditions that may require emergency intervention or specific provision to accommodate complex needs. A procedure chart is provided in annex A to outline the IHP initiation.

Asthma

Some children in school will have long term medical needs which will be addressed via an IHP but in relation to conditions such as Asthma each child, in consultation with parents/carers, will have to administer their own medication, where appropriate. This information will be recorded on their **School Asthma Card** to outline the dosage and triggers that staff need to be aware of. A record will also be kept of when the child has taken their inhaler and there will be an expectation that parents will ensure their child has up to date medication and that they will inform School about any changes in treatment requirements.

Every pupil with asthma should have a reliever inhaler which is essential in the treatment of asthma attacks. Pupils need to have easy access to these at all times and the child will have

them in the class asthma box or be carrying it themselves. The inhaler must be clearly labeled with their name and full prescription if possible.

An emergency inhaler kit is kept in the Office for use incase the pupil's own inhaler is lost, expired or for some other reason unusable. If a pupil needs to use the emergency kit or need to use their own inhaler more than is usual for them then parents will be informed.

Safe Storage of Medication

- All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children and in an area inaccessible to children under adult supervision.
- All prescription medications should have the pharmacist details and notes attached to show the dosage needed and the date the prescription was issued. This will be checked, along with expiry dates, before staff agree to administer medication.
- Emergency medication, such as inhalers and epi-pens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under adult supervision.
- Any antibiotics requiring refrigeration will be kept in an area inaccessible to children. (Staff Room).

Managing Medication on School Trips

On out of school visits the teacher is responsible for taking the class medicines e.g. asthma inhalers, EpiPen, enzymes, eczema cream with them. They may agree to take temporary responsibility for administering medicine e.g. antibiotics following the above procedure.

Complaints

If parents or carers are dissatisfied with the support provided they should first discuss it with the Head Teacher or Deputy Head. If they feel the issue has not been resolved they may follow our complaints procedure.

Template A: Individual Healthcare Plan

Child:		Class:
DOB:	Address:	
Medical diagnosis or condition:		
Date:	Review Date:	

Adult responsible in school:	
Medical needs giving details of symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc:	
Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision:	
Daily care requirements:	

Specific support for the pupil's educational, social and emotional needs:	
Arrangements for school visits/trips etc:	
Describe what constitutes an emergency , and the action to take if this occurs:	
Plan developed with:	
Signed by:	
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Staff training implications?

Template B: Parental Agreement for School to Administer Medication

Please complete and sign this form:

Child:		Class:	
Medication:			
Dosage:		Duration:	
Details of medical condition:			
Are there any side effects that we need to be aware of?			
Self-administration	YES	NO	
Contact details if different to those currently held in school files:			
Procedures to take in an emergency:			

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Pallister Park Primary staff administering medicine in accordance with the schools policy. I will inform the Pallister Park Primary School immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____