



POLICY AND PROCEDURE FOR ADMINISTRATION OF  
MEDICATION AND FIRST AID AT SCHOOL

FEDERATION OF SACRED HEART BATTERSEA  
AND ST MARY'S RC PRIMARY SCHOOLS

Date APRIL 2017

Reviewed (date).....

Signed (Chair of Governors).....

## **POLICY AND PROCEDURE FOR ADMINISTRATION OF MEDICATION AND FIRST AID AT SCHOOL**

### **AIMS OF POLICY STATEMENT**

- 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.

**‘At Sacred Heart and St Mary’s we believe that everyone has the right to be happy, safe and respected in a friendly, stimulating environment. We promote high standards of teaching and learning with clear expectations of courtesy and behaviour. We value individuality and encourage all to achieve their full potential. Through working together and open communication we strive to prepare children to succeed in society.’**

### **Introduction**

There are an increasing number of children attending mainstream schools with medical conditions. Schools, acting in *loco parentis*, have a duty to take reasonable care of children which includes the possibility of having to administer medicines and/or prescribed drugs. This may be required by pupils for regular medication or those requiring occasional dispensing of medicines. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

Parents/carers are encouraged to give doses outside the school day if possible e.g. 3 times a day could be taken in the morning, after school and at bedtime.

### **Management and Organisation**

When medicines are to be administered in school it is essential that safe procedures are established which are acceptable to appropriate school staff involved. It is essential that clear written instructions are supplied by parents when requesting that medication be administered to their child. Parents should always complete a Request for Administration of Medicine in School’ form available from the school office giving the child’s name and class, clear instructions on the dose to be administered to the child, the time to be given and for what period. Medication **must** be in its original packaging including the prescriber’s instructions. Only the prescribed/recommended dose will be administered, this cannot be changed unless written instructions are given from a medical professional. The form should be signed by the parent or guardian and retained in the school office for reference by staff involved.

In cases where the child’s medical needs may be greater than those of their peers, the Headteacher may request that an individual Healthcare Plan be prepared if applicable by the school Nurse. In such cases, consultations on the

Plan will include the school, health service practitioners (i.e. school nurse) and the parents/guardians. This will also clarify the extent of responsibility taken by the school.

The Headteacher will be responsible for managing the administration of medicines and drugs with the agreement of named members of staff. Staff should be able to act safely and promptly in an emergency situation, as well as with the routine administration of medicines.

Members of staff will be asked to volunteer to be involved in the administration of medication. Only those members of staff who have current First Aid qualifications will be required to act in an emergency. Other members of staff who are willing to dispense medicines to pupils i.e. Teaching Assistants, Class Teacher, Office staff, should be advised of the correct procedure for each pupil by liaising with the Senco. It is the responsibility of the Headteacher to ensure that new members of staff receive appropriate training.

Parents and staff should be kept informed of the school's arrangements for the administration of medicines and drugs and will be informed of any changes in these procedures.

A record should be kept of all the medicines and drugs administered by the members of staff responsible i.e Medication Record. All medication administered must be recorded and witnessed by members of staff.

### **Advice on medication**

Children recovering from a short-term illness/infection who are clearly unwell should not be in school and the Headteacher can request that parents or carers keep the pupil at home if necessary.

If the parent or carer requests that the school administer medication (prescribed), the Headteacher will allow this on the condition that the school's Request for Administration of Medicine in School' form is completed and signed by the parent. If the instructions have not been given in writing, it will not be possible for the school to accept responsibility for administering the medication. In exceptional circumstances a telephone call may be made to the parent / carer to obtain verbal consent. A written record will be kept.

In the case of chronic illness or disability, i.e. asthma, diabetes, syndromes such as ADHD etc. pupils may need to take prescribed drugs or medicines on a regular basis during school hours in order to lead a normal life within a mainstream school setting. Only those trained members of staff should administer the medication and a record kept. Staff will not under any circumstances administer drugs by injection and parents would be expected to attend to the pupil in school hours in such cases. (The only exception will be for long term illnesses where staff have been trained eg diabetes, anaphylaxis.)

Prescribed medicines can only be taken in school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

The school procedure for the administration of medicine is outlined in the 'Request for Administration of Medicine in School' form which has to be completed by the parent/carer (see Appendix 1).

- 1 Pupils recovering from a short-term illness/infection, who are clearly unwell should not be in school and the Headteacher can request that parents/carers keep the child at home if necessary.
- 2 Only medicines prescribed by a doctor can be accepted in their original container with the pharmacy label intact.
- 3 Medicines are only administered following a written request from parents/carers which clearly states the name and class of the pupil, together with the dose and time(s) of day at which it should be taken and any special conditions for storage of the medicine (i.e. kept in fridge).
- 4 Medicines need to be clearly marked with the name and class of the pupil, together with the dose and the time(s) of the day at which it should be taken.
- 5 Medicines are only accepted by office staff and they must be brought in by the parent/carer, rather than via the pupil.
- 6 Medicines will be kept in a secure central position in the school (e.g. school office or staffroom fridge)
- 7 Children should never be given medicine to keep on their person; all medicines should be handed in to the office.
- 8 School cannot accept any medicine that has been taken out of the container as originally dispensed or make changes to dosages on parental /carer instructions.
- 9 No over-the-counter remedies should be brought into school at any time – this includes throat sweets and nasal inhalers.
- 10 No over-the-counter remedies will be administered by staff.

**Pain killers (e.g aspirin, paracetamol, including junior forms such as Calpol) will never be administered to pupils, even at the request of parents/carers unless prescribed by a doctor.**

The staff at Sacred Heart and St Mary's schools are prepared to administer medicines if parents/carers:

- Follow the guidelines in this policy
- Complete a 'Request for Administration of Medicine in School' form and return it to the school office before the medicine is required to be given.

#### **Procedures for Managing Prescription Medicines on School Trips and Outings**

Children with medical needs, particularly of a long term nature, are encouraged to take part on trips and where necessary risk assessments are carried out for these children. The administration of medicines follows the same procedures as for administration in school. A copy of health care plans is kept with the pupil's medication and will be taken on visits in the event of information being needed in an emergency.

#### **Roles and Responsibilities of Staff Administering Medicines**

Staff will not give a non-prescribed medicine or pain killers to a child. Parents/carers must send in written consent before any medicine can be given.

Any member of staff giving medicines will check:

- the child's name
- the prescribed dose
- the expiry date
- written instruction by the prescriber on the label or container

If there is any doubt about procedures, staff will not administer the medicines without checking with the parent/carer first.

Each time a medicine is given, a written record will be kept by signing the medicine form. Good records demonstrate that staff have exercised a duty of care.

We support and encourage children, who are able, to take responsibility to manage their own medicines, but they are always supervised and medicines are always kept in the office. If a child refuses medicine, staff do not force them to take it, but will record this and ensure that the parent/carer is aware of it.

### **Parental/Carer Responsibilities in respect of their Child's Needs**

Parents/carers should provide the Headteacher with sufficient information about their child's medical needs if treatment or special care is required. Information about a medical condition should be included as recorded by the child's G.P. Parents/carers and the school will then reach an agreement on the school's role in supporting the child's medical needs. Parents/carers should be aware that sharing information with other staff will ensure the best care for the child.

### **Staff Training in Dealing with Medical Needs**

Each year lists are compiled for each class informing staff of known medical conditions. These lists are distributed to all staff so that they are aware of any incidents that may occur. When the condition is of a more serious nature an individual health care plan is created which contains the child's photograph and is distributed to relevant staff and kept in a zip wallet with the medication so that staff are aware of the likelihood of an emergency arising and what action to take should one occur.

All staff that are responsible for administering prescribed medicines to a child will be given the appropriate training and guidance.

### **Dealing with Medicines Safely**

All medicines may be harmful to anyone for whom they are not appropriate, therefore it is essential that they are stored safely. We can only store, supervise and administer medicine that has been prescribed for an individual child. All medicines of this type should be handed in to the office in the morning and collected from the office at the end of the school day. All emergency medicines, such as inhalers are kept in classrooms. (KS2 children are encouraged to be responsible for administering their own inhalers under adult supervision). Epipens and asthma pumps are kept in labeled first aid cupboards in each classroom.

### **Emergency Procedures**

In the event of an emergency, an ambulance will be called and a child will be accompanied to hospital by a member of staff and the parents/carers will be notified. A staff member will stay with the child until a parent/carer arrives.

In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Headteacher and Governors of the school. However, ultimate responsibility remains with the parents/carers.

**Summary of Procedure to Dispense Medication**

- Medicine which is prescribed by a doctor only will be administered at school.
- Permission to dispense medication form must be completed by the parent/carer.
- Medicine must be in original packaging clearly marked with name of child, class and dose to be administered.
- All medication given must be recorded and witnessed.
- It will be the parent/carer's responsibility to collect medication at the end of each school day where necessary.

Staff will only give your child medicine when you complete and sign this form, and the Headteacher has agreed that staff can administer the medication.

**PUPIL DETAILS**

Surname \_\_\_\_\_ Date of Birth \_\_\_\_\_

Forename \_\_\_\_\_ Year group \_\_\_\_\_

Details of condition/illness \_\_\_\_\_

**MEDICATION**

Name/type of medication (as written on container) \_\_\_\_\_

\_\_\_\_\_

How long will the pupil take this medication? \_\_\_\_\_

Date dispensed? \_\_\_\_\_

**FULL INSTRUCTIONS FOR USE**

Dosage and method \_\_\_\_\_

Timing \_\_\_\_\_ Special precautions \_\_\_\_\_

Side effects \_\_\_\_\_ Self Administration \_\_\_\_\_

Procedures in case of an emergency \_\_\_\_\_

**CONTACT DETAILS**

Name \_\_\_\_\_ Tel: \_\_\_\_\_

Relationship to pupil \_\_\_\_\_

Address \_\_\_\_\_

I understand that it is my responsibility to deliver and collect the medicine personally to a member of staff and accept that this is a service which the school is not obliged to undertake.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **RECORD OF ADMINISTRATION**

### **PUPIL DETAILS**

Surname \_\_\_\_\_ Date of Birth \_\_\_\_\_

Forename \_\_\_\_\_ Year group \_\_\_\_\_

MEDICATION NAME:

DOSE GIVEN:

AMOUNT GIVEN:

ROUTE:

DATE ADMINISTERED:

TIME ADMINISTERED:

SIGNATURE: