



"Developing potential without limitations"

Frieth C.E.C. School Administration of Medicines Policy

Date implemented : May 2014

Member of staff responsible: Headteacher

Governing body committee responsible: Premises Health and Safety committee

Headteacher's signature

Chair of Governor's signature

Review date: signed: date:

Review date: signed: date:

Review date: signed: date:

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FRIETH C.E.C SCHOOL

ADMINISTRATION OF MEDICINES POLICY

Rationale

At Frieth we will do everything possible to ensure that any child with medical problems is given access to the curriculum & that they receive as full an education as possible.

Staff are not obliged to administer/ supervise pupil's medication.

Emergency action may be needed, both in school & on outings.

Prime responsibility lies with parent/ carer, who must keep the school informed of issues relating to their child's medical conditions at all times.

Aims

- to support parents with the medical care of their children
- to educate staff and children regarding special medical needs
- to implement DfES and Local Authority guidance
- to arrange training for staff willing to support children with medical needs
- to liaise with medical services in support of children with medical needs
- to ensure a access to a broad, balanced curriculum
- to maintain appropriate records.

Entitlement

Pupils with medical needs have a right to a full education and need proper care & support.

Staff should consider:

- whether to be involved with a pupil's medical care
- having appropriate training
- working to clear guidelines
- legal implications
- concerns regarding the support of pupils with medical needs.

Expectations

Staff are not expected to administer medication unless

- it is essential that it be taken in school hours
- the child is unable to manage his/her medication.

- The medication must be in its original container.

The prescription & dosage must be printed on the outside.

The name of the pharmacist should be visible.

The 'notes' outlining contraindications must be included.

ANY MEDICATION THAT IS INCORRECTLY LABELLED CANNOT BE ACCEPTED.

The school will consider each request to administer medication for a pupil with special medical needs, liaising with the School Health Service to seek advice and support.

Parents are asked to keep the school up to date with their contact and medical information.

Parents are asked not to send children back to school within 48 hours of any sickness.

Practice

When a parent/ carer requests that we administer medication we will:

- 1) consider whether the school's identified staff are prepared to administer the medication.

If agreed, a risk assessment will be conducted to determine the necessary arrangements; Appendix 2 will be filled in. (This is taken from 'Supporting Pupils with Medical Needs', DfES).

A member of staff who administers the medication will sign this form to say that they have done so. This should be a member of staff who has undertaken 'Administration of Medicines' training and only if none of these staff are available should someone else administer medication.

2) Work with the parent to set up a Healthcare Plan for the child.

3) Ensure secure storage for medication in school, accessed only by designated staff and each time it is administered.

At the end of term or end of treatment, any remaining medication is to be handed over to the parent /carer by the designated person; if a child goes home on the bus, the driver will be informed that the child is carrying the medication.

If the parent/carers fails to collect the medication, it will be destroyed and the details of the action taken recorded

When treatment is completed the record will be retained in the child's blue file as a point of reference

Some children will require a Healthcare plan; this will be discussed by the Headteacher with the parents and if necessary the school nurse.

Inhalers are to be kept on the child's person, or if they are considered too young to carry their inhaler it should be kept to hand in the classroom.

Parents must fill in Appendix 1 if they wish their child to carry an inhaler in school. (This is taken from 'Supporting Pupils with Medical Needs', DfES).

If the child is going off site during the school day, e.g Church, medication must be taken by the class teacher.

Those trained in 'Administration of Medicines will do all they can to keep parents informed if medication is out of date and needs replacing.

Staff will undertake training as necessary.

This policy will be reviewed annually or where necessary in the light of new legislation.

APPENDIX 1

FRIETH CEC SCHOOL

Request for child to carry his/her own medicine

This form must be completed by parents/guardian

If staff have any concerns discuss this request with healthcare professionals

Child's name

Class

Address

.....

Condition or illness

Name of medicine

Procedure to be taken in an emergency

.....

Contact Information

Name

Daytime phone no.

Relationship to child

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed

Date

If more than one medicine is to be given a separate form should be completed for each one.

APPENDIX 2

FRIETH CEC SCHOOL

Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form.

Name of child

Date of birth Class.....

Medical condition or illness

Medicine

Name/type of medicine (as described on the container)

Date dispensed

Expiry date

Dosage and method

Timing of dosage

For how long should the medicine be given?

Special precautions

Any side effects

Procedures to take in an emergency

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

.....

I understand that the medicine must be handed to an adult in the school office.
I accept that this is a service that the school is not obliged to undertake.
I understand that I must notify the school in writing of any changes.

Signature Date