

## **Administration of Medicines in the School (EYFS & All Other Departments)**

### **General Statements**

The senior management team recognises that many pupils will at some time need to take medication at school. While parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and the management team wishes to do all that is reasonably practicable to safeguard and promote children's welfare.

### **Responsibilities**

The Head Teacher and AHS Staff who are First Aid Trained take the responsibility for the administration of medicines during school time in accordance with the government's and LA's policies and guidelines. The Head Teacher will implement the policy and report back to the Proprietor.

Medication will normally be administered by a member of staff. For this to take place an 'Administration of Medication Record Form' should be filled in by the parents. All staff are expected to maintain a professional standard of care.

Staff (e.g PE and games staff, or staff taking educational visits) that volunteer their services, and/or those support staff with managing the administration of and administering medicines, will be given training to administer first aid and/or medication to pupils.

The Head Teacher and Proprietor fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following the guidelines given. The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The Head Teacher will meet any claims in these circumstances.

### **Guidelines**

#### **Records**

On admission of the pupil to the School, all parents will be required to provide information giving full details of:

- Medical conditions
- Allergies
- Regular medication
- Emergency contact numbers
- Name of family doctor/consultants
- Special requirements.

At the beginning of each academic year all parents will be required to up-date the medical form.

The School expects that normally parents will administer medication to their children. The School will only manage the administration or administer medicines when essential, that is where it would be detrimental to the child's health if medicines were not administered during the School 'day'.

Any requests for medicine to be administered must come from a parent in writing and each request will be considered on an individual basis.

The information which is required from the parent:

- Name of parent and contact number;
- Name of child and class;
- Name of medicine;
- Name of prescriber and contact details.

Although parents should have detailed information, as set out below, the School will follow the instructions as provided on the original medicine container as dispensed by the pharmacist:

- How much to give;
- How it should be kept and stored;
- How it is to be administered;
- When to be given; and
- Any other instructions.

A separate letter should 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 and to discuss with the Head Teacher, the consultant community paediatrician or the child's consultant what can be done in the school, before the Head Teacher makes a decision.

The Head Teacher (or person authorised by the Head) will decide whether any medication will be administered in School, and by whom. In appropriate cases the Head Teacher in consultation with the health professional (GP, paediatrician or nurse consultant) responsible for the child and anyone else the Head Teacher deems necessary will draw up a healthcare plan.

The medicine must be in the original container as dispensed by a pharmacist with the child's name and instructions for administration as supplied by the pharmacist on the label. The School will not deal with any requests to renew the supply of medicine. This is entirely a matter for the parents.

If the pupil is required and able to administer his/her own medicine (e.g inhaler for asthma) a designated member of staff will supervise the administration dependent on the age and understanding of the particular child.

Normal medication will be kept under control of a designated member of staff 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; and
- Exceptionally, immediately after the end of the school day.

The School will not allow in any circumstances the administration of non-prescription medicines in school. This includes cough sweets and lozenges, and painkillers.

### **Intimate or Invasive Treatment**

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

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

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

### **Records**

The School form 'Administration of Medication Record' will be completed in every instance. It will be kept in the school office:

The form will record:

- Name of the pupil;
- Date and time of the administration;
- Who supervised the administration;
- Which medication;
- How much was given; and
- A note of any side-effects.

The Head Teacher will ensure that the medical record form is filled in and checked regularly.

### **Training**

The Head Teacher and Senior Management Team is committed to providing appropriate training for staff that are contracted to participate in the administration of medicines.

### **Monitoring and Review**

The Head Teacher will be responsible for monitoring the implementation of the policy.