



Blackheath Primary School

Administering Medication Policy

Date of issue:

February 2018

Review date:

February 2021

Introduction

The staff and governors of Blackheath Primary School are wholly committed to pursuing a policy of inclusive education that welcomes and supports pupils with medical conditions. This policy is designed to support the management of medication and medical care in school and to support individual pupils with medical needs. The policy should be read in conjunction with the DfE guidance for ‘Supporting pupils at school with medical conditions’ (December 2015). The guidance also applies to activities taking place offsite as part of normal educational activities.

Legal framework

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- DfE ‘Supporting pupils at school with medical conditions’ 2015

Key points of the Policy

- To ensure Pupils at Blackheath Primary School with medical conditions are properly supported so that they have full access to education, including school trips and physical education. To ensure that arrangements are in place at Blackheath Primary Schools to support pupils with medical conditions.
- To ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

Definition of Medicine

- Blackheath Primary School defines “prescription medication” as any drug or device prescribed by a doctor.
- Blackheath Primary School defines a “staff member” as any member of staff employed at the school, including teachers.
- For the purpose of this policy, “medication” will be used to describe all types of medicine.

Aim

To provide a clear policy that is understood and accepted by all staff, parents and children, providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

The policy includes:

- A clear statement of parental responsibilities in respect of medicines
- Roles and responsibilities of staff administering medicines
- Procedures for managing prescription medicines which need to be taken in the school day
- Procedures for managing prescription medicines on outings and trips
- Written permissions from parents for medicines
- Circumstances in which children may take non-prescription medicines
- Assisting children with long term medical needs

Responsibilities

Parents or guardians have prime responsibility for their child's health and should provide the school with up to date information about their child's medical conditions, treatment and/or any special care needed. If their child has a more complex medical condition, they should work with the school nurse or other health professionals to develop an individual healthcare plan, which will include an agreement on the role of the school in managing any medical needs and potential emergencies. It is the parent/carers responsibility to make sure that their child is well enough to attend school.

There is no legal duty which requires school staff to administer medication; this is a voluntary role. All members of staff, are required to sign the 'Administration of Medication' form on an annual basis. While school staff have a general professional duty to safeguard the health and safety of their pupils and to act in 'loco parentis', that is, to act as any reasonable parent would, this does not imply a duty or obligation to administer medication. Staff will have access to information on pupils' medical conditions and actions to take in an emergency. Staff managing the administration of medicines and those who administer medicines will receive appropriate training and support from health professionals.

The policy of this school is not to administer medication or medical care unless the pupil has a medical condition, which if not managed, could prove detrimental to their health or limit access to education. The Headteacher accepts responsibility, in principle, for school staff administering or supervising the taking of prescribed medication or medical care during the school day only where it is absolutely necessary.

Prescribed Medicines

Prescribed medicines should only be brought to 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.

Medicines prescribed 'three times a day' should be administered 'before school, straight after school and before bed'. However, parents and carers are allowed into school to administer medication if they so desire.

Exceptions to this are pupils on health care plans who have individual medical needs requiring emergency medication to treat specific conditions, such as anaphylaxis. This school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and are presented in the original container dispensed by a pharmacist and include the pupil's name, prescriber's instructions for administration and dosage.

Prescribed Medicines will be kept in the main school office or alternatively if needs be in the community room kitchen fridge.

Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a Medication Administration Form (Appendix 1).

Non-prescribed medicines

Non-prescribed medicines will only be administered during the school day if it is essential, that is where it would be detrimental to a child's health. Where possible medicines should be administered 'before school, straight after school and before bed'. We would encourage parents to come into school to administer the medication themselves if possible.

Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a Medication Administration Form (Appendix 1).

Staff will never administer medicines containing aspirin unless prescribed by a doctor.

Staff will never administer medication containing ibuprofen to children who are asthmatic.

Administering Medicines

Blackheath Primary School recognises no child under 16 should be given medicines without their parent's written consent, via the Medication Administration Form. Any member of staff administering medicines to a pupil should check:

- The child's name
- Name of medication
- The prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container

If in doubt about any procedure, staff will not administer the medicine before checking with parents or a health professional before taking further action.

A written record must be kept following administration of medicines to pupils (Appendix 2). If a child refuses to take a medicine, staff will not force them to do so, but will record this and parents/carers will be notified of the refusal.

Long Term Medical Needs

Where a pupil has a chronic illness, medical or potentially life threatening condition, the school will initiate a health care plan to meet individual needs and support the pupil. This will be drawn up by health care professionals in consultation with the child's parents or guardians and will contain the following information:

- Definition and details of the condition
- Special requirements e.g. dietary needs, pre-activity precautions
- Treatment and medication
- What action to take/not to take in an emergency
- Who to contact in an emergency
- Staff training where required
- The role the staff can play
- Consent and agreement

It is the responsibility of parents to inform the school throughout the year if the medical needs of their child change in order for the relevant staff to be informed and the schools information management system to be updated.

This policy is written in association with and should be read in conjunction with other relevant documents including (this list is not exhaustive):

Asthma Policy

First Aid Policy

Health and Safety Policy

Appendix 1 - Medication Administration Form

Appendix 2 – Pupil Medicine Record

Appendix 1- Parental Agreement Form

Blackheath Primary

Medication Administration Form

Blackheath Primary School will not give your child medicine unless you complete and sign this form.

Name of child:	
Date of birth:	
Class	
Medical condition/illness:	
Medicine/s: Name/type of medicine (as described on the container):	
Dosage, method and timing:	
How long to be administered for (start date/end date)	
Special precautions:	
Are there any side effects that the school needs to know about?	
Self-administration: Yes/No (delete as appropriate)	

Please note;

- It is the responsibility of parents to ensure the correct medical spoon/syringe is provided.
- It is parent's responsibility to ensure that the medicine provided is in date.
- It is parent's responsibility to collect the medicine from the school office when it is no longer required to be administered.

Parent Print.....Parent Sign.....

