

## Administration of Medication Policy

Parents have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school.

Please note that parents should keep their children at home if acutely unwell or infectious.

DfE April 2014 – Supporting Pupils at school with Medical Conditions

Key points:

- Pupils at school with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

This policy may be superseded by a child's EHC plan or Individual Care Plan, or may be used in conjunction with them.

### Aims of this policy

The aim of this policy is to enable regular attendance at school. The systems which will be put in place, in respect of administering medicines, have been developed in line with advice from the LEA. These systems will support the policy. Although the word 'parent' will be used throughout this policy, clearly this also means 'carer' where appropriate.

The Governors and staff of Waterloo Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head teacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day.

**Aspirin and preparations containing aspirin will never be given to pupils, except in very rare situations.**

### Access to Information and Training

Anyone caring for children has a common law duty of care to act like any reasonably prudent parent and staff are aware of their responsibility for the health and safety of children at school. Our duty of care could extend to administering medicine and/or taking action in an emergency. This duty extends to staff leading activities taking place off site, such as visits or outings. Where there is concern that a child's needs cannot be met, the head teacher will seek further advice from medical professionals and appropriate LA Officers.

Medical information will be shared with all those school staff directly involved in the care of individual children unless parents state that this should not be the case. All staff will be made aware that this information should be treated confidentially. If information is withheld from staff they will not generally be held responsible for incorrectly giving medical assistance in good faith.

## **MANAGING PRESCRIPTION MEDICINES WHICH NEED TO BE TAKEN DURING THE SCHOOL DAY**

Medicines should only be brought into school when it is essential. Many children will need to be able to take medicines during the day at some time during their time at school. This will usually be for a short period only, perhaps to finish a course of antibiotics or apply a lotion. To allow children to do this will minimise the time they need to be absent. However such medicines should only be brought into school when it would be detrimental to a child's health if the medicine were not administered during the school day. It is helpful, where clinically appropriate, if medicines can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents will be encouraged to ask the prescriber about this. If your child requires medication two times a daily this should be administered at home morning and night. Medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime. If your child requires medication 3 or 4 times per 24 hours then it is vital that you inform the school of the time your child would require the medication. Also informing the school of the time you last gave the medication on the medicine consent form. It is also important to remind you that you should inform the school if you have given your child any medication before arrival to school on Health and Safety grounds.

Please note the parents should keep their children at home if acutely unwell or infectious.

### **ROLES AND RESPONSIBILITIES OF STAFF MANAGING THE ADMINISTRATION OF MEDICINES AND FOR ADMINISTRATING OR SUPERVISING THE ADMINISTRATION OF MEDICINES**

*At Waterloo Primary School, following the regulations from the DfES, we will only be able to accept medicines which have been prescribed by the doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines will need to be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration.*

*We will not be able to accept medicines which have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.*

Parents are responsible for providing the head teacher with comprehensive information regarding the pupil's condition and medication.

No child should be given medicines without their parents *written* consent. Prescribed medicines will not be accepted in school without complete written and signed instructions from the parent.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Each item of medication should be delivered to the Head teacher or Authorised Person, in normal circumstances by the parent, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- Pupil's name
- Name of medication
- Dosage
- Method of administration
- Frequency of administration
- Date of dispensing

- Storage requirements (if important)
- Any possible side effects
- Expiry date

\*If in doubt about any procedure, staff should not administer the medicine but check with the parents or a health professional before taking further action.

However in the event of an emergency, and particularly for those pupils who have a care plan, the procedure outlined in the care plan will be followed.

Each time a medicine is given to a child, the member of staff administering the medicine must complete and record it. The form for this purpose is held in the Dispensing of Medication Folder in the school office. In the case of the child being allowed to administer their own medication, this must be added to the record and countersigned by another adult.

By completing these forms, we are demonstrating that we have exercised a duty of care.

Medication will be kept in a secure place out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet in the main office..

\*All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away.

The administering of medications is documented on a signed administering of medicines form (Appendix A).

### **REFUSING MEDICINE**

If children refuse to take medicines, staff will not force them to do so, but should note this in the records. Parents should be informed of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the schools' emergency procedures will be followed.

### **NON-PRESCRIPTIVE MEDICINES**

**Non-prescribed medicines will not be administered to pupils at Waterloo Primary School.** If a child is suffering regularly from frequent or acute pain, the parents should be encouraged to refer the matter to the child's GP

### **PARENTAL RESPONSIBILITIES IN RESPECT OF THEIR CHILD'S MEDICAL NEEDS**

It is the responsibility of the parents to notify the school in writing if the pupil's need for medication has ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that medication supplied is within its expiry date.

School staff will not dispose of medicines.

Medicines, which are in use and in date, should be collected by the parent at the end of each term.

Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

***Under no circumstances should a parent send a child to school with any medicine, e.g. throat sweets/tablets, without informing the school. This could cause a hazard to the child or to another child if found and swallowed.***

Parents are welcome to come into school to administer medicines themselves that the school refuse to administer for the reasons given below.

## **CONTROLLED DRUGS**

School holds controlled drugs which have been prescribed for children. These are stored in an individually named folder and locked away in the First Aid cabinet. On dispensing to a child a running count is made of the medication currently held on site and in the cabinet to ensure the count matches the number of tablets held in the pack..Audits are undertaken by School Business Manager and any discrepancies are reported to the Headteacher, the Safeguarding team at Sefton and the LADDO.A full investigation is then undertaken.

## **SELF MANAGEMENT OF MEDICINES**

It is good practise to support and encourage children who are able to take responsibility to manage their own medicines from a relatively early age and we encourage this. So, where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school. A child who has been prescribed a controlled drug, such as an inhaler, may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence.

Older children with long-term illnesses should, whenever possible, assume complete responsibility under the supervision of their parent. Under these circumstances, it will be important for the parent to liaise with the school to provide information regarding any changes in the medical condition or the medication itself.

A record should be kept of any doses used and the amount of the controlled drug held.

## **MANAGING PRESCRIPTION MEDICINES ON TRIPS AND OUTINGS**

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required.

The risk assessment form which is completed prior to the visit will need to include the necessary steps to include children with medical needs, together with any particular risk assessments for those children. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

For the purpose of residential visits, there will be a named person with responsibility for the administration of medicines and the care of children. Parents will be asked to complete a form and

may be required to meet with the named staff to ensure that staff are aware of all medical requirements.

All staff will be made aware of the procedures to be followed in the event of an emergency.

A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

It will be the responsibility of the parents to ensure that any medication children take with them on trips and outings is available and in date.

### **Sporting activities**

At Waterloo Primary, most children with medical conditions can, and indeed are positively encouraged to, participate in physical activities and extra-curricular sport. However any restrictions on a child's ability to participate in P.E. should be recorded in their individual health care plan.

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Health care plans are completed and updated regularly for children who have conditions such as asthma, epilepsy, diabetes or anaphylaxis.

### **LONG TERM MEDICAL NEEDS**

Please be advised that if your child requires long term medication then you will need to inform the school as soon as possible and you will be required to provide a letter from your GP to confirm this.

It is important to have sufficient information about the medical condition of any child with long term medical needs. A health care plan for these children, involving the parents and the relevant health professionals, will enable the appropriate support to be provided.

The health care plan will include:

- Details of the child's condition
- Any special requirement e.g. dietary needs, pre-activity precautions
- Any side-effects of the medicines
- What constitutes an emergency
- What action to take in an emergency
- What not to do in an emergency
- Who to contact in an emergency
- The role staff can play.

### **STAFF TRAINING**

Staff regularly have training in a variety of health issues, including the use of epipens, the treatment of general injuries, diabetes awareness etc. First Aid training is also available to staff.

Staff are also aware of the procedure for cleaning a wound, the type of dressing to apply and understand the need to contact parents in an emergency.

### **FIRST AID KITS**

These are checked and updated regularly and are in clearly marked positions around school.

### **Antibiotics Medicines**

Antibiotics medicines will only be administered after a child has been at home for the first 24 hours. Medicine that has been prescribed for use two times daily should be administered at home unless the family practitioner has prescribed particular times for it to be administered.

### **Piriton/Chlorphenamine Syrup**

Piriton/Chlorphenamine Syrup will only be administered after the school has received a letter from the child's family practitioner (GP), hospital, clinic or nurse. Once medication has been prescribed the school will administer, following instructions. Medication will not be given to a child after one month. The child will need to return to the GP and fill in a new medication sheet.

### **Asthma Inhaler**

Asthma inhaler will be given to a child as directed by the information given by the parent and medical instructions. It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children. If more than one child with the same family for example siblings or twins have been prescribed medication they will need their own separate spacer and medication device and these need to be clearly labelled. Asthma pumps will be sent home at the end of each term for parents to check the expiry date.

We understand the need for children with asthma to have access to their inhalers at all times. The adults in school will always be able to locate it within minutes if necessary. Children are expected to have **two** inhalers, one in the school the office and one to be kept in the classroom.

***Children are provided with RED bum-bags to carry their Asthma pumps in when not in the classroom.***

Only Blue (reliever) Asthma Pumps should be kept in schools.

### **Cough Medicine**

The school will only give cough medicines that have been prescribed by the child's GP and again the school will not give medication if it is over two weeks of the prescribed date of the child's sickness.

### **Epi Pens**

Epi pens can only be administered by a trained member of staff. The school will store Epi pens centrally and all staff will be made aware of children who are in possession of one.

### **Allergy and Anaphylaxis (Severe allergic reaction)**

Anaphylaxis is an acute, severe allergic reaction requiring immediate medical attention. It usually occurs within seconds or minutes of exposure to certain foods or other substances, but may

happen after a few hours. Common triggers include nuts, eggs, cow's milk, certain drugs, and insect stings.

Details of such allergies will be recorded on the Health Care Plan mentioned above. Emergency action will be detailed in this plan and all staff will be made aware of the condition and course of action. Two main types of medication may be used:

- o **Antihistamines (eg: Piriton, Zirtec)**

- o **Preloaded Adrenalin injection (eg: epipen)**

Parents will be informed immediately if their child has an allergic reaction and emergency services will be contacted (procedures displayed in school office) if this is the advice outlined on the Health Care Plan or if this is deemed to be the appropriate course of action by senior school staff.

Children with food allergies who choose to stay for a school dinner will notify school about their allergy and the required treatment and action to be taken. The head teacher will ensure that this information and a photograph of the child are given to the Catering Staff, Teaching staff and held in the office.. Catering Staff will ensure that this information is prominently placed so that relief staff are kept informed. The Catering Service will be kept fully informed about individual children electronically, according to prescribed procedures.

N.B. Less severe food allergies, food intolerances and special dietary needs will be recorded on SIMS and held in the shared area for teachers to access. Any child with a severe medical condition will have their photograph taken and this information with a full explanation of the condition and action to be taken will be disseminated to all staff.

An Epipen/Anapen can only be administered by school staff who have volunteered and have been designated as appropriate by the Head teacher and who has been trained by the school nurse/doctor. Training of designated staff will be provided and a record of training undertaken will be kept by the Head teacher. Training will be updated at least once a year. An Epipen/Anapen is a preloaded pen device, which contains a single measured dose of adrenaline (also known as epinephrine) for administration in cases of severe allergic reaction. An Epipen/Anapen is safe, and even if given inadvertently it will not do any harm. It is not possible to give too large a dose from one device used correctly in accordance with the Care Plan. Where an Epipen/Anapen may be required there should be an individual Care Plan and Consent Form, in place for each pupil. These should be readily available. They will be completed before the training session in conjunction with parent/carer, school staff and school nurse.

### **Hygiene and Infection Control**

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff have access to protective disposable gloves and should take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

### **Policy Review**

This policy will be reviewed on an annual basis or more frequently in the event of the issue of updated guidance from the Department of Education or the Local Authority.

January 2021

## Appendix A

### **Parental Agreement for school to administer medicine**

The school will not give your child medicine in line with the school policy unless you complete and sign this form.

Name of child:	Class:
Date of Birth:	

Medical Condition or illness:	
Name and strength of medicine (as described on the container)	
Expiry date:	
How much to give	
When to be given	
Any other instructions	
Procedures to take in an emergency	

**NOTE: Medicines must be in their original container as dispensed by the pharmacy**

Name:	
Phone number (Day)	
Alternative number	
Relationship to the child	
Address	
GP name and address	

I understand that I must deliver the medicine personally to the school office and collect at the end of each term.

Agreed review date to be initiated by:

*I accept that this is a service that the school are not obliged to undertake. I understand that I must notify the school of any changes in writing. The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.*

**Date:**

**Signature:**

**Date medication returned:**.....

**Member of staff returning medication:**.....

**Parent/Carer signature:**.....