**POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL**

**St Francis Catholic Primary School**

**Introduction**

Children with medical needs have the same rights of admission to school as other children and cannot be excluded for medical reasons. However, children may be removed if there is a risk to the health of other pupils or staff (e.g. infectious diseases.)

The Governors and staff of St Francis Catholic Primary. School wish to ensure that pupils

with medical needs receive proper care and support at school. There are two groups which

these pupils generally fall into:

* Those affected in the short-term e.g. completing a prescribed course of medication;
* Those who have long-term medical conditions that, if not properly dealt with, could curtail their education. Most of these children, with some support, can take an active part in many school activities. It is important that staff are aware of these medical conditions in order that organised activities do not put individuals and their peers at risk.

Whilst all staff have a duty to take reasonable care for the health and safety of pupils, **there is no contractual requirement for teachers to administer medication**. When teachers do agree to participate in these duties it is important to recognise that their participation is of a voluntary nature.

Some support staff may have specific duties to provide medical assistance as part of their contract. However, swift action would have to be taken by a member of staff to assist any pupil in an emergency.

**The Role of the Headteacher**

The Head teacher will accept responsibility in principle for members of school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

The Headteacher should:-

* Be aware of and respect parents’ cultural and religious views;
* Obtain parental permission before passing on information about their child’s health to other members of staff. It should be stressed that the confidential sharing of information with staff is important if the best care for the child is to be ensured.

**The Role of the Governors**

* In a V.A. school the governors should ensure that their insurance policies provide appropriate cover for staff willing to support pupils with medical needs.
* Under the Health and Safety at Work Act 1974 the employer must ensure that a school has a health and safety policy which includes procedures for supporting children with medical needs, including the management of medication.
* The Governing body should ensure that staff who are named persons are adequately trained and receive the correct guidance on their responsibilities as employees.

**Role of Parents**

It is the parents’ responsibility to ensure that their child is well enough to attend school. When a child receiving medication is deemed well enough to attend school, the parents and headteacher must agree that the child can be adequately supported within the guidelines of the school’s policy for administering medicines.

**Parents should provide the headteacher with**:

* Information regarding their child’s medical condition, medication and treatment;
* The type of medication needed by the child, including dosage, route (e.g. oral, injection), timing, any side effects;
* Any information about treatment or special care needed whilst the child is away from home.

**Parents should ensure that:**

* They have correctly completed the necessary documentation, as medication will not be accepted in school unless they have written and signed instructions from a parent.
* Each item of medication is delivered in its original container and handed directly to the Head teacher or nominated person. Only reasonable quantities of medication should be supplied to the school. **Medication in unlabelled containers will not be accepted. Where antibiotics are prescribed for three times a day they are not to be sent to school. Only those requiring administration four times a day should be sent in.**
* They inform the school if there are any changes to their child’s medical condition or medication requirements or the discontinuation of the pupil’s need for medication
* Where the pupil travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the pupil, including medication for administration during respite care.

**Role of the school**

All members of staff will be made aware of the policy and the arrangements that exist.

The school should ensure:-

* That staff act promptly and properly in emergencies;
* That correct procedures are followed ;
* That medication accepted has been prescribed by a doctor;
* That accurate records are kept; (a written record of dates and times of the administration must be kept; and this should be witnessed by a second adult);
* That they provide parent/carers with details of when medication has been administered to their child.( A full record of all medicines administered will be kept);
* Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school;
* That staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service. This will be regularly updated and documented;
* That any training given to staff is relevant and adequate in order that staff have a clear understanding, the confidence and expertise to carry out their role;
* That parents are advised of the policy and the procedures linked to the administration of medicines. (This information should be given to parents on the child’s admission and should be included in the school prospectus or a separate leaflet. Any changes to the policy must be communicated to all parents);
* They do not accept items of medication which are in unlabelled containers;
* That they 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. 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;
* A full risk assessment is undertaken, documented and that action is taken to address any issues;
* The school will assess and implement any procedures required in an emergency.

**If a child is taken to hospital by ambulance, a member of staff should accompany the child until a parent arrives. Staff should not take a child to hospital in their own car. The health care plan should include emergency procedures for an individual child.**

**The Role of the LEA**

Education Services supports schools that decide to include a **named person/s** to administer

medicines, provided that headteachers ensure that:

* named persons avail themselves of any specialised training programmes arranged by Education Services in conjunction with the Local Health Board. Only when training has been completed to LHB satisfaction will named personnel be covered by the County Council’s Insurance;

All staff have received training but the Headteacher and members of the management team will under normal circumstances administer medicines.

**The Storing of Medication**

The headteacher is responsible for making sure that medicines are stored safely.

* Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet. A few medicines, such as asthma inhalers, must be readily available to pupils and must not be locked away;
* Each item of medication must be clearly labelled with the following information:
  + Pupil’s name
  + Name of medication
  + Dosage
  + Frequency of dosage
  + Date of dispensing
  + Storage requirements
  + Expiry date

**Administering of Medicines**

* Medication should only be taken at school when absolutely necessary;
* Whenever possible medicine should be self-administered under adult supervision;
* When possible medication should be prescribed in dose frequencies that enable it to be taken outside school hours – parents should request this when visiting their child’s doctor or dentist;
* When schools agree to administer medicines, parents should be informed and a confirmation slip returned to them
* Staff should not give non-prescribed medication to children;
* In the event of a child suffering regularly from acute pain, parents should authorise and supply the appropriate painkillers together with written instructions. Staff should supervise the pupil taking the medication and inform the parents in writing on the day that the painkillers were taken;
* **A child under the age of 12 years should not be given aspirin or ibuprofen unless prescribed by a doctor**

Extreme caution must be taken before accepting responsibility when:

* Administering dangerous tablets and medicines when parents are not able to visit the school to do this themselves;
* The timing and the nature of the administration are vitally important;
* There could be serious consequences where a dose is not taken;
* Special medical knowledge is required;
* Intimate contact is necessary – the administration of suppositories, injections and the changing of catheters should not be carried out by teaching staff.

**In addition:**

* Children should know where their medication is stored;
* All staff should know where the medication cupboard is;
* Medication that requires refrigeration may be kept in a refrigerator but should be kept in an airtight container and must be clearly labeled;
* Staff administering medication should be aware of hygiene procedures and have ready access to disposable gloves etc;
* All date expired medicines should not be disposed of by staff – parents are responsible for disposal and should collect all medication from the school at the end of each term.

Further safeguards regarding medicines:

* A doctor’s note should be received, preferably delivered by the parent, to the effect that it is necessary for the child to take medicines during school hours. The note should give clear instructions regarding the required dosage. This note should be kept on file;
* Long term illnesses such as epilepsy and asthma should be recorded on the child’s record card together with appropriate instructions

**SCHOOL TRIPS / RESIDENTIAL VISITS**

It is the right of every pupil to have access to a broad and balanced curriculum as well as access to out of school activities in accordance with the school’s policy on educational visits.

As well as a risk assessment being made in line with the LEA guidelines prior to any outside visit being made, the following points will be considered:

* A member of staff trained in emergency treatment must accompany the group;
* The pupil’s parents/carers permission for the visit must be obtained after they have been made aware of the risks;
* Staff must be aware of the medication the pupil will need to take on the visit;
* Staff must ascertain if any spare medication is required;
* Consideration must be given to the safe storage of the medication;
* Staff supervising the trip must be aware of the pupil’s condition and any relevant emergency procedures.

**Health Care Plans**

We are required to hold in school Health Care Plans for any child suffering from any long term condition.

The main purpose of an individual Health Care Plan is to identify the level of support that is needed in school, identify and record any medication, and establish emergency procedures. This plan should be drawn up in consultation with any or all of the following:

* Head teacher
* Parent/career
* The pupil where necessary
* Class teacher
* LSA or Support staff
* Staff who have volunteered to administer medication and undergo training
* The School Health Service
* GP or other healthcare professionals

The parent/carer is responsible for supplying the school with adequate information regarding their child’s condition and medication. This information must be in writing, signed and current so that procedures for each pupil’s medication are known. The information will be updated annually or earlier if medication is altered. Copies of the forms are kept in the pupil’s main school file and in the Administration of Medication Records File. This information should accompany the pupil if he/she has to be admitted to hospital.

**Disseminating and Coordinating Medical Information**

* All medical information on pupils will be treated as confidential by the school. Access to records and information should only be given to those persons as agreed with the pupil or parent.
* If permission is not granted and information is withheld from staff, they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.
* Ensuring that information is sensitively disseminated will be the specific responsibility of the school ALN/SENCo Miss S. Mansfield.
* Staff who may deal with an emergency will need to know about medical records and needs.
* Staff may use the guidelines for requesting an ambulance in an emergency
* Supply teachers must be aware of the medical needs of children they are likely to be in contact with. This will be the responsibility of the school ALN/SENCo –Miss S. Mansfield.
* Students on long term placements should be encouraged to share relevant medical information with employers

Policy written by Mrs S Roberts September 2013

The LEA suggested policy was consulted in writing this policy

Appendix 1

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| **HEALTHCARE PLAN FOR A PUPIL WITH SPECIAL MEDICAL NEEDS** | | | | |
| **Name of school** | St Francis Catholic Primary School | | | **Photo** |
| **Name of pupil** |  | | |
| **Address** |  | | |
|  | | |
|  | | |
| **Date of Birth** |  | | |
| **Class** |  | **Date** |  | |
| **Year group** |  | **Review Date** |  | |
| **CONTACT INFORMATION** | | | | |
| **Family Contact 1** | | **Family Contact 2** | | |
| **Name** |  | **Name** |  | |
| **Tel: Work** |  | **Tel: Work** |  | |
| **Tel: Mobile** |  | **Tel: Mobile** |  | |
| **Tel: Home** |  | **Tel: Home** |  | |
| **Relationship** |  | **Relationship** |  | |
| **Clinic/Hospital Contact** | | **GP** | | |
| **Name** |  | **Name** |  | |
| **Tel No:** |  | **Tel No:** |  | |

Appendix 1

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| **MEDICAL DIAGNOSIS OR CONDITION** | |
|  | |
| **Describe condition and give details of pupil’s individual symptoms.** | |
|  | |
| **Daily care requirements: (e.g. before sports / at lunchtime)** | |
|  | |
| **Describe what constitutes an emergency for the pupil, and the action to take if it occurs** | |
|  | |
| **Follow up care** | |
|  | |
| **Who is responsible in an emergency: (state if different on off-site activities)** | |
|  | |
| **Form copied to:** | |
| **School Doctor**  **School Nurse**  **Parents**  **Pupil File** | |
| **Staff trained:** |  |
| **Risk assessment / action required:** |  |

Appendix 1

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| **THIS HEALTH CARE PLAN AGREED BY** | |
| **Headteacher (name in capitals)** |  |
| **Signature** |  |
| **Date** |  |
| **Parent (name in capitals)** |  |
| **Signature** |  |
| **Date** |  |
| **Doctor (name in capitals)** |  |
| **Signature** |  |
| **Date** |  |
| **School nurse (name in capitals)** |  |
| **Signature** |  |
| **Date** |  |

Appendix 2

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| **PARENTAL REQUEST FOR SCHOOL TO ADMINISTER MEDICATION** | |
| **The school will not give your child medicine unless you complete and sign this form and the Headteacher has agreed that staff can administer the medication.** | |
| **Name of child** |  |
| **Date of Birth** |  |
| **Medical condition** |  |
| **Name/Type of Medication (as described on Container) TO BE GIVEN IN SCHOOL** | |
|  | |
| **Date dispensed** |  |
| **Expiry Date** |  |
| **Dosage and Method** |  |
| **Timing** |  |
| **Special Precautions** |  |
| **Side Effects** |  |
| **Self administration** |  |
| **Emergency procedures** |  |
| **Review date and staff member to initiate review** |  |
| **Parent / carer details** |  |
| **Parent’s name** |  |
| **Day Time Telephone Number** |  |
| **I understand I must deliver medicine personally to:** | **(agreed member of staff)** |
| **I accept this is a service the school is not obliged to undertake.**  **I understand I must notify the school of any changes in writing.**  **I hereby give permission for the Headteacher or nominated person to administer medicine to my child.**  **the school of any changes in writing.** | |
| **Parent’s Signature** |  |
| **Date** |  |

Appendix 3

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| **CONFIRMATION OF THE HEADTEACHER’S AGREEMENT TO ADMINISTER MEDICATION** |
| **I agree that…………………………..** **will receive medication as described on Appendix 2.** |
| **…………………………………will be given /supervised whilst she/he takes her/his medication by a member of staff.** |
| **This arrangement will continue until instructed in writing by parents.** |
| **Date** |
| **Signed**  **Headteacher** |

Appendix 4

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| **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 health care professionals.*** | |
| **Name of school** | **St Francis Catholic Primary School** |
| **Name of child** |  |
| **Class** |  |
| **Name of medicine** |  |
| **Emergency procedures** |  |
| **Contact information** | |
| **Name** |  |
| **Daytime phone number** |  |
| **Relationship to child** |  |
| **I would like my son/daughter to keep his her medicine on him/her for use as necessary** | |
| **Signed** |  |
| **Date** |  |

Appendix 5

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| **STAFF TRAINING RECORD – ADMINISTRATION OF MEDICINES** | |
| **Name of School** | **St Francis Catholic Primary School** |
| **Name of Staff member** |  |
| **Type of training received** |  |
| **Date training completed** |  |
| **Training provided by** |  |
| **Profession** |  |
| **I confirm that…………………………………….has received the training detailed above and is competent to carry out any necessary treatment. I recommend the training is updated…………………………** | |
| **Trainer’s signature** |  |
| **Date** |  |
| **I confirm that I have received the training detailed above** | |
| **Staff signature** |  |
| **Date** |  |
| **Suggested review date** |  |

Appendix 6

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| **HEALTH CARE PLAN FOR CHILD WITH SEVERE ALLERGY** | |
| **Name of child** |  |
| **Date of Birth** |  |
| **This child is allergic to:** |  |
| **All foods must be checked carefully to ensure the absence of these foods. Even a tiny amount may cause a severe allergic reaction (ANAPHYLAXIS)** | |
| **Symptoms of an allergic reaction include** | **Itchiness at contact point (lips, hands) Lumpy red rash**  **Swelling of face lips and tongue**  **Distressed state**  **Vomiting / tummy pain**  **This child:** |
| **Symptoms of anaphylaxis include** | **Difficulty breathing**  **Sudden weakness**  **Collapse**  **Loss of consciousness** |

Appendix 6

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| **EMERGENCY PROCEDURE FOR ALLERGIC REACTION** | |
| **Report child’s condition to Headteacher/ Teacher in charge** | |
| **One member of staff:** | |
| **If any symptoms of anaphylaxis or severe allergic reaction CALL AMBULANCE Inform operator you have a case of ANAPHYLAXIS.** | |
| **Inform Parents (Telephone no:)** |  |
| **Another member of staff:** | |
| **Assess severity of reaction:** | |
| **If child has itchiness, lumpy red rash, swelling of face, lips and tongue, vomiting:** | **Give antihistamine:**  **Name of medicine:**  **Dose and method:** |
| **If child has any difficulty breathing, drowsiness, floppiness, is very pale, collapse, severe swelling, unconsciousness:** | **Give EPIPEN injection as trained** |
| **If child has reliever inhaler for asthma, and has breathing difficulty:** | **Give reliever inhaler:**  **Name of inhaler:**  **Dose and method:** |
| **If second dose of EPIPEN is prescribed, and child’s condition has not improved after ten minutes:** | **Give second dose of EPIPEN as trained** |
| **First aid procedures and await ambulance** | |

Appendix 6

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| **INSTRUCTIONS FOR GIVING EPIPEN INJECTION** |
| **Follow the protocol for the child affected.** |
| **Remove grey cap.** |
| **Push the black end of the Epipen firmly into the child’s thigh midway between knee and hip, at right angles to the leg, until you feel/ hear a click. (You can inject straight through clothing).** |
| **Hold the Epipen in place for ten seconds.** |
| **Remove the Epipen, and massage the leg for thirty seconds.** |
| **Await ambulance. Give used Epipen to ambulance personnel.** |
| **In cases of doubt it is better to give Epipen than not to give it. It will not do the child any harm provided an ambulance has been called for further treatment.** |

Appendix 6

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| **RESPONSIBILITIES AND ACTIONS REQUIRED** | |
| **Protocol and medication to be kept in:** |  |
| **New members of staff to be informed by:** |  |
| **Overall responsibility for ensuring (as far as possible) no contact with the foods or substances to which this child is allergic, in school, on school trips, in cookery classes and during mealtimes, lies with:** |  |
| **Emergency procedure and medication to be taken when child goes on trips, swimming etc.** | |
| **Child to be encouraged to ask responsible adult/ or refuse when offered food by other children /adults.** | |
| **Parents to inform school if any changes to treatment, and school to review plan annually.** | |
| **Parents to provide medication and monitor expiry dates.** | |
| **THIS HEALTH CARE PLAN AGREED BY** | |
| **Headteacher (name in capitals)** |  |
| **Signature** |  |
| **Date** |  |
| **Parent (name in capitals)** |  |
| **Signature** |  |
| **Date** |  |
| **Doctor (name in capitals)** |  |
| **Signature** |  |
| **Date** |  |
| **School nurse (name in capitals)** |  |
| **Signature** |  |
| **Date** |  |

Appendix 7

**Procedure when requesting an ambulance in an emergency**

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number

01646 694830

1. Give your location as follows: (insert school address and postcode)

St Francis Catholic Primary School,

Priory Rd,

Milford Haven,

Pembs

SA73 2EE

1. Give exact location in the school

Opposite the Meads Leisure Centre, on the same site as the Meads Infant School

1. Give your name
2. Give a brief description of the pupil’s symptoms
3. Inform Ambulance Control of the best part of school to drive to and state that the crew will be met by

**Speak clearly and slowly and be ready to repeat information if asked.**