

St. Michael & All Angels Primary School



MEDICINES POLICY

This policy was adopted on	Date:
By Name:	
Position:	
Signature:	
on behalf of St. Michael & All Angels Primary School	
This Policy was updated in May 2011 & will be reviewed or replaced no later than May 2013 Version 1.1	

St. Michael & All Angels Primary School

MEDICINES POLICY

Rationale

Most children will at some time in their school career have short term medical needs which involve the administration of medication, such as finishing a course of antibiotics. Some children will be prescribed medication on a long term basis, including reliever inhalers for asthma, adrenaline for severe allergic reaction, and methylphenidate (Ritalin) for ADHD. In all of these cases the children affected will often be well enough to attend school, and in these circumstances it is important that appropriate provision is made to ensure that they receive their medication in the school setting.

Aims

- ❖ To ensure that children who are well enough to come to school, but who need to complete a short term course of prescribed medication, are able to do so.
- ❖ To make appropriate provision for children with long term medical needs, enabling them to fully access all aspects of school life.
- ❖ To contribute to our goal of ensuring that all children are enabled to reach their full potential through the provision made for them at school.
- ❖ To minimise the time period for which children need to be absent from school.
- ❖ To fulfil the school's obligations under the Disability Discrimination Act (DDA) 1995.

Guidelines

- ❖ The head teacher accepts responsibility, in principle, for staff administering or supervising children taking essential prescribed medication during the school day. In their absence the Deputy Head Teacher or Safeguarding Officer accepts responsibility.
- ❖ No responsibility is accepted for administering or supervising children taking non-prescribed medicine. The only circumstance in which such medication is

permitted on the school site is when a parent brings it to school to administer the medication to the child personally.

- ❖ Whenever possible, parents/carers should ask their doctor to prescribe medication in dose frequencies which can be administered outside of school hours.
- ❖ Antibiotics which need to be administered three times a day can be given before school, after school, and in the evening. In the case of an antibiotic which is to be administered four times a day, the school will agree to administer a dose in the middle of the day.

The Responsibilities Of Parents Or Carers Are To:

- ❖ take prime responsibility for their child's health;
- ❖ ensure that their child is well enough to attend school;
- ❖ provide school with details of their child's medical condition, including when the child may need extra or emergency attention;
- ❖ liaise with the Head Teacher to agree the school's role in helping to meet the child's medical needs;
- ❖ supply written information (Complete form – see Appendix 4) about the medication their child needs and let the school know in writing of any changes to the prescription or its administration;
- ❖ in the case of medication which the school has agreed to administer, provide the medication in its original packaging, including the original pharmacy label confirming who the medication is for and the required dose;
- ❖ complete and sign the required documentation to authorise the school to administer the medicine;
- ❖ arrange for an adult to deliver the medication to the school office;
- ❖ arrange for the disposal of any unused medication.

The Responsibilities Of The School Are To:

- ❖ identify a named individual(s) who will take responsibility for administering the medication;
- ❖ store the medication in a safe and secure location;
- ❖ ensure that emergency medication which may be required at short notice (e.g. inhaler or epi pen) can be readily accessed at all times;
- ❖ ensure that all other medication is stored securely in the school office;
- ❖ draw up an Individual Health Care plan (appendix 1) for any child who is on long term medication, which includes details of emergency procedures for those children who suffer from potentially serious conditions e.g. extreme allergic reaction;
- ❖ administer medication at the required time;
- ❖ maintain a written record of medication which has been administered;
- ❖ contact the parent if there are any queries or concerns regarding the child or the medication;
- ❖ encourage the child to take their medication, and contact the parent as a matter of urgency if the child refuses to take it;
- ❖ contact the parent to ask them to collect any unused medication;
- ❖ ensure that designated staff have appropriate training;
- ❖ decide which members of staff need to know about a child's medical condition, and obtain the permission of parents to share the information;
- ❖ safeguard the confidentiality of information regarding the medical treatment of children and their right to privacy.

The Responsibilities Of The Member Of Staff Managing The Administration Of Medicines Are:

- ❖ to ascertain that the medicine falls within the category of medication that the school agrees to administer, seeking clarification from a senior member of staff if in doubt;
- ❖ to ensure that the required consent forms are completed in full by the parent, and countersign the form;
- ❖ to place the medication in secure storage;
- ❖ to inform the designated member of staff of the relevant details regarding the medication;
- ❖ to hand medication over to the child's parent or designated adult at the end of the school day.

The Responsibilities Of The Members Of Staff Designated To Administer The Medicine (Head Teacher, Deputy Head Teacher & Safeguarding Officer) Are:

- ❖ to retrieve the medication from the secure storage and check the dosage instructions against the information provided in the consent form;
- ❖ to administer the medication as required;
- ❖ to complete the written record and sign it.
- ❖ to return the medication to the secure storage.

The Procedures For Managing Prescription Medicines That Need To Be Taken During The School Day Are As Follows:

- ❖ the parent reports to the school office, with the medication;
- ❖ a member of staff based in the office will inform The Head Teacher, Miss Bowman or Mr Lewis that a request to administer medication has been made.
- ❖ The Head Teacher, Miss Bowman or Mr Lewis will check the details of the medication, to ensure that the school can agree to administer it;

- ❖ The Head Teacher, Miss Bowman or Mr Lewis seeks clarification from school Nurse / Health protection Agency if there is any uncertainty in relation to the school being able to agree to administer the medication;
- ❖ the parent completes the required consent forms, and leaves the medication with The Head Teacher, Miss Bowman or Mr Lewis who will place the medication in to secure storage,
- ❖ the designated member of staff administers the medication as required, and completes the required written record.
- ❖ Special procedures will apply in a situation where a child is attending Rainbows Childcare & after school club. In these circumstances the person from Rainbows who has responsibility for the medication will deliver and collect the medication from the office.

Important Points to Note:

- ❖ Medication will only be administered if the required consent form (appendix 2) has been completed in advance by the parent.
- ❖ The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to doses on parental instructions.
- ❖ Medication must always be delivered to and collected from the school office by an adult.
- ❖ A written record is kept of all medication which has been administered (appendix 3).
- ❖ Children who have inhalers prescribed for asthma are encouraged to self-administer their medication as soon as is practical. All other medication is administered by a named adult.
- ❖ Written consent is always obtained from a parent before a child takes part in an educational outing. The parent confirms at this point the details of any prescription medication currently being taken by the child. If this medication is likely to be required during the outing, then a named member of staff will carry the medication and administer it when required.

Conclusion

The implementation of this policy will ensure that parents and school staff have a clear understanding of best practice in relation to the administration of medicines, thereby helping to secure the rights of the child to access education irrespective of their medical needs.



St Michael & All Angels School Health Care Plan

Child's Name	
DOB	
Class	
Child's address	
Postcode	

Medical Diagnosis or condition	
Staff Member responsible	
Back up staff	

Family Contact Information	
Name	
Phone no	
Address	
Name	
Phone no	
Address	

Clinic/ Hospital contact	
Name	
Phone no.	
G.P Surgery	
GP Normally Seen	
Phone no.	

Appendix 2



Parental Agreement For School/ Setting To Administer Medicine

The school/ setting will not give your child medication unless you complete and sign this form and the school or setting has a policy that staff can administer medicine.

Name of Child	
Date of Birth	
Class	

Name and strength of medicine	
Date dispensed	
Expiry date	
Dosage and method	
Timing	
Number of tablets/ quantity to be given to the school setting	
Special precautions	
Are there any side effects that the school/ setting needs to know about?	
Self administration	Yes/ No (delete as appropriate)
Procedures to take in an emergency	

Contact details	
Name	
Daytime telephone number	
Relationship to child	

GP contact	
Review date to be agreed with staff member	

I understand that I must deliver the medicine personally to the school office and wait for an appropriate member of staff to safely store the medication.

I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signed _____ Parent / Guardian

Print name: _____

Date: _____

St Michael & All Angels School



Request For Medication To Be Administered By The Pupil

THIS FORM TO BE COMPLETED BY THE PARENTS/ GUARDIAN

The only medicine that children can carry in school is an asthma inhaler. All other medicines are stored in secure areas.

St Michael & All Angels	
Child's Name	
Class	
Type of Inhaler	
Dosage	
Emergency Contact information	
Phone no:	
Relationship to child	

I would like (Childs Name) _____ to keep his/her medicine with him for use as necessary.

Signed _____

Print Name: _____

Date: _____