



## Administration of Medicines and Support of Children with Complex Health Needs

### **Policy for the Administration of Medicines and Support of Children with Complex Health Needs**

#### **Procedure for managing prescription medicines which need to be taken during the school day**

Prescribed medicines can only be taken in 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.

#### Introduction

There is an increasing number of children attending mainstream schools with medical conditions. Schools, acting in loco parentis, have a duty to take reasonable care of children which includes the possibility of having to administer medicines and/or prescribed drugs. This may be required by pupils for regular medication or those requiring occasional dispensing of medicines. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

Parents/carers are encouraged to give doses outside the school day if possible e.g. 3 times a day could be taken in the morning, after school and at bedtime.

The school procedure for the administration of medicine is outlined in the 'Request for Administration of Medicine in School' form which has to be completed by the parent/carers (see appendix).

1. Children recovering from a short-term illness/infection, who are clearly unwell should not be in school and the Head Teacher can request that parents/carers keep the pupil at home if necessary.
  2. Only medicines prescribed by a doctor can be accepted - in their original container with the pharmacy label intact.
  3. Medicines are only administered following a written request from parents/carers which clearly states the name and class of the pupil, together with the dose and time(s) of day at which it should be taken and any special conditions for storage of the medicine (i.e. kept in fridge).
  4. Medicines need to be clearly marked with the name and class of the pupil, together with the dose and the time(s) of the day at which it should be taken.
  5. Medicines are only accepted by office staff and they must be brought in by the parent/carer, rather than via the pupil.
  6. Medicines will be kept in a secure central position in the school (e.g. school office.)
  7. Children should never be given medicine to keep on their person; all medicines should be handed in to the office.
- An exception to this rule is made, however, for medicines provided for emergency treatment such as reliever inhalers for asthmatic pupils or glucose tablets for diabetics, which will be kept close to the pupil(s) concerned for immediate use or in a lockable drawer within the child's class.
8. School cannot accept any medicine that has been taken out of the container as originally dispensed or make changes to dosages on parental /carer instructions.

With parental written consent, we will administer non-prescription medicines with the exception of aspirin or aspirin-containing medicines, unless it is prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosage and when previous dose was taken. They can mask the symptoms in the event of injury and it is possible to inadvertently administer too large a dose if a pupil had already taken some without the knowledge of the school (e.g. before leaving home). Parents should be informed when these medicines have been administered.

The staff at Barcombe CE Primary school are prepared to administer medicines if parents/carers:

- Follow the guidelines in this policy
- Complete a 'Request for Administration of Medicine in School' form and return it to the school office before the medicine is required to be given.

#### Procedures for Managing Prescription Medicines on School Trips and Outings

Children with medical needs, particularly of a long term nature, are encouraged to take part on trips and where necessary risk assessments are carried out for these children. The administration of medicines follows the same procedures as for administration in school. A copy of health care plans will be taken on visits in the event of information being needed in an emergency.

## Roles and Responsibilities of Staff Administering Medicines

Any member of staff giving medicines will check:

- The child's name
- The prescribed dose
- The expiry date
- Written instruction by the prescriber on the label or container

If there is any doubt about procedures, staff will not administer the medicines but will check with the parent/carer first.

Each time a medicine is given a written record will be kept in the Medication Record Book and filed in the first aid file. This is done by signing the medicine form. Good records demonstrate that staff have exercised a duty of care.

We support and encourage children, who are able, to take responsibility to manage their own medicines, but they are always supervised and medicines are always kept in the office. If a child refuses medicine, staff do not force them to take it, but will record this and ensure that the parent/carer is aware of it.

## Parental/Carer Responsibilities in respect of their Child's Needs

Parents/carers should provide the Head of School with sufficient information about their child's medical needs if treatment or special care is required. Information about a medical condition should be included as recorded by the child's G.P. Parents/carers and the school will then reach an agreement on the school's role in supporting the child's medical needs and create a Healthcare Plan for the child. Parents/carers should be aware that sharing information with other staff will ensure the best care for the child.

## Staff Training in Dealing with Medical Needs

Each year, lists are compiled for each class informing staff of known medical conditions. These lists are distributed to all staff so that they are aware of any incidents that may occur. When the condition is of a more serious nature, an individual health care sheet is created which contains the child's photograph and is distributed to relevant staff and displayed in the staffroom and in the register so that staff are aware of the likelihood of an emergency arising and what action to take should one occur.

All staff who agree to accept responsibility for administering prescribed medicines to a child will be given the appropriate training and guidance.

## Dealing with Medicines Safely

All medicines may be harmful to anyone for whom they are not appropriate, therefore it is essential that they are stored safely. We can only store, supervise and administer medicine that has been prescribed for an individual child. All medicines of this type should be handed in to the office in the morning and collected from the office at the end of the school day. All emergency medicines, such as inhalers are kept in classrooms. (Junior children are encouraged to be responsible for their own inhalers). Epi pens are kept in the office or classroom designated places.

Parents/carers are responsible for ensuring that date expired medicines are returned to the pharmacy for safe disposal. They should also collect medicines held at the end of each term.

Parents/carers are responsible for replacing date-expired medicines if still required.

## Emergency Procedures

In the event of an Emergency, an ambulance will be called and a child will be accompanied to hospital by a member of staff and the parents/carers will be notified. A staff member will stay with the child until a parent/carer arrives.

In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Executive Headteacher, Head of School and Governors of the school. However, ultimate responsibility remains with the parents/carers.

## Summary of Procedure to Dispense Medication

- Permission to dispense medication form must be completed by the parent/carer.
- Medicine must be in original packaging clearly marked with name of child, class and dose to be administered.
- All medication given must be recorded and witnessed on the reverse of the 'Request for Administration of Medicine in School' form.
- It will be the parent/carer's responsibility to collect medication at the end of each school day where necessary.

Members of staff available for first aid in an emergency:

Mrs Penny Edwards

Mrs Denise Wigley

Miss Emily Jones

**Reviewed: Ruth Force**

**DATE: May 2017**

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