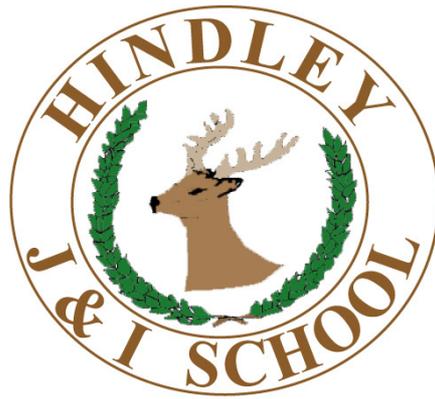


Hindley J and I School



Medication Administration Policy

Written: March 2017

Miss Jill Lucas signed on behalf of the school leadership 16th May 2017 date

Mrs K Wolfenden signed on behalf of the staff 16th May 2017 date

Signed Original in Head teacher's office

POLICY FOR THE ADMINISTRATION OF MEDICATION

From September 2014 the 'Children and Families Act 2014' placed a duty on maintained schools to make arrangements for supporting pupils with medical conditions.

Children's health needs may require the administration of medicines in school. Staff involved in such administration are not likely to have appropriate medical training or qualifications. Consequently, a policy setting out clear guidelines is essential for the well-being of pupils and peace of mind for parents, carers and staff concerned.

Aims

To ensure that procedures and practice concerning the administration of medicines at school are clear and those involved know and comply with them.

Objectives

- To classify the circumstances in which the administration of medicines would be acceptable at school;
- To indicate the means by which the need for medicines to be administered will be communicated to the school;
- To clarify where medicines will be kept safely;
- To inform staff of children who have medical conditions that may require urgent action;
- To identify who will administer medicines;
- To ensure all parties involved are informed of the policy.

Procedures and Practice

The administration of medicines is acceptable at school for cases of:

- Long-term illness, such as asthma and diabetes;
- Emergency treatment, such as severe allergies;
- Where children are recovering from a short-term illness and are fit enough to return to school but still taking antibiotics four times a day.

Receiving Medication

- **NO** medication will be administered without prior consultation with, and written permission from the parent or guardian;
- A medical form- available from the office- must be completed by a parent/carer;
- On arrival at school, all medication is to be handed via the office to an authorised member of staff by the parent;
- All medication **MUST** be in the original container;
- If two medications are required, these should be in separate, clearly and appropriately labelled containers;
- All medication **MUST** be clearly labelled with:
 - ❖ Pupil's name
 - ❖ Name and strength of medication
 - ❖ Dosage and frequency of dosage

❖ Expiry date

- **Only medicine, prescribed by the doctor four times a day, will be accepted in school. Parents/carers are welcome to come to school to give non-prescribed medicine.**
School is not required to administer over the counter medicines.

Storing Medicines

- Medication (with the exception of inhalers and insulin which need to be immediately available in class) will be stored in the locked, first aid cupboard in the 'Therapy Room' or in the locked cupboard located in the school office, unless it has to be refrigerated in which case it is placed in the staffroom fridge.
- Once removed medication will be administered immediately and never left unattended.

Administering medicines

Please note: School employees are not contractually obliged to give medication to or supervise a pupil taking it; it is, therefore, a voluntary activity- Wigan Council.

- No child under 16 should be given medicines without their parent's written consent;
- Any member of staff supervising the administration of medicines to a child should check:

The child's name

Prescribed dose

Expiry date

Instructions provided by the prescriber, written on the original label or container.

If in doubt about any procedure staff should not administer the medicines but check with the headteacher before taking further action.

- Staff willing and authorised to administer medication and/or health care will receive training and advice from health care practitioners when appropriate;
- Authorised staff will record details of each administration;
- A child will never be forced to accept medication. The school will inform parents immediately if a child refuses medication as prescribed;
- Persons administering medication will check the medication type is correct then log the time and date, and sign upon administering medication;
- During residential trips and visits off school site, sufficient essential medicines and medical charts/health care plans will be taken by the member of staff responsible for organising and leading the visit;

- If a parent comes into school to administer medication to their child, they are required to complete an administration form, which is kept in the office.

Self-Administration

- Parents/guardians must complete a written request form for a child to self-administer medication e.g. asthma medication;
- This would only be allowed if a child has been trained and is competent to administer their own medication.

Long Term Medical Needs

- Some pupils attending school will have long term medical needs and may require care or medication on a regular long term basis;
- Individual Health Care Plans are written for pupils who require support and medication on a regular long term basis;
- Health Care Plans are completed on the pupil's admission to school, or at a time when it becomes apparent that long term support or medication is required;
- Health Care Plans are completed by staff in school, in consultation with health professionals, parents and carers and are reviewed annually;
- All staff that come into contact with the pupil have access to a copy of the plan. These are stored in class cohort files and shared with the class teacher/teaching assistant at the start of year.

Staff

All staff must be aware of the school's procedure for calling the emergency services (999) and conveyance of pupils/staff to hospital by the safest and quickest means available as directed by the emergency services (car/ambulance).

School Procedure

- Dial **Line 1** then **999** in the school office or **9** then **1** from elsewhere in school. Ask for a paramedic ambulance and be ready with the following information:
- School name;
- Address;
- Give your name;
- Name and approximate age of pupil/member of staff;
- Brief description of pupil's/ staff symptoms;
- Inform Ambulance control that the crew will be met at the main entrance;
- Send someone to main entrance;
- Inform parent, carer, spouse or immediate relative.

Support for Staff

The school's liability insurance covers staff for providing support to pupils with medical conditions.

Staff training needs will be assessed and accessed to support pupils with medical conditions.

Complaints

Any complaints made concerning support to pupils with medical conditions must be made following the Schools Complaints Procedure. A copy of which can be found on the school website.