

# LIONEL WALDEN PRIMARY SCHOOL



## ADMINISTERING OF MEDICINES POLICY

Updated: September 2015  
Review Date: September 2017

## LIONEL WALDEN PRIMARY SCHOOL

### ADMINISTERING OF MEDICINES

This document is a statement of the aims, principles and strategies for dealing with children with medical needs who require medication to be administered while at school or for children who require medication for short periods of time. It is not a policy to be taken in isolation and should be read in conjunction with the school policy on Supporting Pupils with a Medical Condition Policy.

#### **General Statement**

Lionel Walden Primary School is committed to reducing the barriers to sharing in school life and learning for all its pupils. This policy sets out the steps the school will take to ensure full access to learning and school life for all its children who require medication.

#### **Medication**

Parents should, wherever possible, administer or supervise the self-administration of medication to their children. This may be effected by the child going home during the lunch break or by the parent visiting the establishment. However, this might not be practicable and in such a case parents may make a request for medication to be administered to the child at the school.

#### **Legal Obligation to Administer Medicines**

There is no legal obligation that requires school staff to administer medicines. Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Agreement to do so must be voluntary. Where the school agrees to administer medicines or carry out other medical procedures, staff will receive appropriate training and support from health professionals. They will be made aware of the correct procedures to follow in administering medicines, and in procedures in the event of a child not reacting in the expected way.

#### **Prescribed medicines**

If unavoidable, and medication needs to be administered at set times during the school day, the following arrangements will be made by the school with the parent or guardian to allow the school to take on the responsibility:-

- The parent or guardian will be asked to complete and return the attached

form (Appendix 1) giving all the relevant details in full. In so doing, the parent/guardian consents to the school administering medication for the duration of the course of medication. A copy of the parental consent form will be kept in the School Office.

- The office staff will record the medicine on the daily Medication sheet. In the case of tablets, the number of tablets brought in will be recorded together with the date. Office staff and parents will sign to confirm the number of tablets handed in.
- For pupils requiring regular doses of medicine on a long-term basis (e.g. in the case of chronic illness), the parents will be asked to discuss the implications of the illness with the Headteacher and the designated teacher, and a decision will be made as to the arrangements necessary to administer the medication and support the child. Parents will be asked to complete a consent form for the school for the administering of the medication and a Healthcare Plan may be drawn up. (See Policy for Supporting Children with a Medical Condition).
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the name of the child and the prescriber's instructions for dosage and administration. School will not accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.
- Some pupils with chronic complaints may well be taking responsibility for administering their own medicine, including inhalers. In these cases, a parental consent form, together with clear instructions, must be completed, and parents must liaise closely with the child's class-teacher. The written parental consent will be kept in a folder in the School Office and recorded on a Class List within the Class Registers, so that the information is available to any other teacher taking that class.

When giving medicines staff will:

- First ask the child's name and this name be checked against the name on the medicine - even if the member of staff knows the child well.
- Record the date, name and class of the child, dosage and time administered and sign the record.

## **Non-Prescribed Medicines**

The school will not generally administer any medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber, unless it is done as part of an individual Health Care Plan. Requests will be considered on an individual basis. No child will be given any medicines without their parent's written consent.

## **Controlled Drugs**

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act, and therefore have to be strictly managed. The amount of medication handed over to the school will always be recorded. It will be stored in a locked non-portable container, and only specific named staff will be allowed access to it. Each time the drug is administered it will be recorded, including if the child refused to take it. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

## **Refusing Medication**

If a child refuses to take medication, staff will not force them to do so. The refusal will be recorded and the parents informed. If necessary, the school will call the emergency services.

## **Patent medicines**

Cough/throat sweets or lip balm should not usually be brought into school. If deemed necessary, they will be retained by the class teacher.

Sun cream may come in to school as long as it is clearly labelled with the pupil's name and the pupil can apply the cream for themselves. Pupils must not share sun cream.

## **Safe Storage of Medicines**

The school will only store and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions; this includes medicines that need to be refrigerated. Medicines that need to be refrigerated will be kept in a lidded, labelled box in the staffroom fridge.

All emergency medicines, such as asthma inhalers and adrenaline pens (EpiPens), will be readily available to children.

## **Receiving/returning medicines**

Medicines will be received at the start of the school day via the School Office. Consent forms must be completed by the parent/guardian at this time. Medicines will be returned to the parent/guardian at the end of the school day via the School Office. **Medicines, other than inhalers, must not be brought in or collected by pupils themselves.**

## **Emergency Medicines**

If a pupil requires emergency medicines (inhalers, EpiPens etc), the parents/carers must inform the school by letter and an inhaler must be in school, at all times. It is the responsibility of the parent/carer to ensure that the medicine is not out of date. Pupils who require emergency medication will not participate in school trips if they do not have their medication in school to take with them. Parents/carers need to inform the school by letter if the pupil no longer requires their emergency medication.

## **Training**

Any specific training required by staff on the administration of medication (e.g. adrenaline via an EpiPen, rectal valium etc.) will be provided by or through the school nurse.

Staff will not administer such medicines until they have been trained to do so. The school will keep records of all staff trained to administer medicines and carry out other medical procedures. Training will be updated as appropriate.

## **Offsite visits**

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits should be aware of any medical needs, medication to be administered and the relevant emergency procedures. Where necessary an individual risk assessment should be drawn up. It should be ensured that a member of staff who is trained to administer any specific medication accompanies the pupil and that the appropriate medication is taken on the visit.

## **Menstruation**

In situations involving menstrual difficulties in pupils, the School Office will telephone the parent/guardian if the child is suffering pain. The child may be

removed from class to rest in the First Aid room until the discomfort subsides. There are relevant disposal bins in the staff toilets for pupils to use. Staff in Class 8 will provide guidance to pupils.

### **Hygiene and Infection Control**

When administering medication, all staff will follow the HCC and CSF guidance on the prevention of contamination from blood borne viruses.

### **Evaluating the Policy**

This policy statement and the school's performance in supporting pupils requiring medication at school will be monitored and evaluated regularly by staff and the Governing Body.

It will be formally reviewed every two years to ensure that the policy enables all children to have equal access to continuity of education.

Lionel Walden Primary School  
Medical Information Consent Form

Pupil Details

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Name of Parents/Carers: \_\_\_\_\_  
Home Telephone Number: \_\_\_\_\_  
Work Telephone Number: \_\_\_\_\_  
Mobile Telephone Number: \_\_\_\_\_

Relevant Medical Details

I consent to my child receiving the following medication in school:

Medicine: \_\_\_\_\_ Dose: \_\_\_\_\_ Frequency: \_\_\_\_\_  
Medicine: \_\_\_\_\_ Dose: \_\_\_\_\_ Frequency: \_\_\_\_\_

I undertake to ensure that the school has adequate supplies of this/these medication(s).

I undertake to ensure that this/these medication(s) supplied by me and prescribed by my child's doctor is/are correctly labelled, in date, with storage details attached and that the school will be informed of any changes.

I authorise a member of staff to administer this/these medication(s).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Carer)

For School Use

Medicine administered by: \_\_\_\_\_ Date \_\_\_\_\_  
Time \_\_\_\_\_

Medicine administered by: \_\_\_\_\_ Date \_\_\_\_\_  
Time \_\_\_\_\_

Medicine administered by: \_\_\_\_\_ Date \_\_\_\_\_