

# **COALWAY COMMUNITY INFANT SCHOOL**

## **Administration of Medication Policy Statement**

It is recognised that from time to time the Head Teacher will be asked by parents to arrange for their child to be given medication during the school day. While the Head Teacher will normally be willing to co-operate in any matter which will support the child's health and welfare it is necessary to ensure that where such requests are received, appropriate arrangements will be made to safeguard the interests of both staff and pupils.

The administration of medication to children is the responsibility of parents. It is noted that school staff are under no duty to administer medication to pupils in school.

Very few courses of medication are likely to require medicine to be taken during school hours. When the prescribed dosage does indicate the need for medicine to be taken at times when the child is at school, the Doctor or the Consultant Community Paediatrician will be asked via the school nurse to liaise with the General Practitioner about alternative medication where this is possible.

Whichever member of staff undertakes duties concerned with the administration of medicine in the school, within the terms of their job description, the Head Teacher will ensure that person has appropriate information and training to undertake the duties, and will continue to exercise the ultimate responsibility for the administration of medication within the school.

The school has adopted the DfE/Department of Health guidance 'Managing Medicines In Schools And Early Year Settings' and the Council For Disabled Children 'Including Me' document.

For pupils with more complex medical needs the school has adopted the guidelines within the DfE document 'Supporting pupils at school with medical conditions' and in these circumstances individual healthcare plans may be considered/devised.

For children with special educational needs and/or disabilities, duties as defined within the Special educational needs and disability (SEND) code of practice and the Equality Act will be considered.

### **School Procedures**

#### **Requests**

There are two main sets of circumstances in which requests may be made to school staff to deal with the administration of prescribed medication to children at school - they are:

- Cases where pupils recovering from a short-term illness are well enough to return to school, but are receiving a course of prescribed medication such as antibiotics.

- Cases of chronic illness or long-term complaints such as asthma, or children with Complex Health Needs such as diabetes, anaphylaxia or epilepsy;

Following a period of illness, a child's own doctor is the person best able to advise whether or not the child is fit to return to school; where there is doubt parents will be asked to obtain such advice as is necessary. Where doubt persists the school nurse will be asked to obtain specific advice from the Doctor or the Consultant Community Paediatrician.

### **Head Teacher Responsibilities**

When a parent requests that medication be administered to their child at school the Head Teacher will deal with the case sympathetically and on its merits. The Head Teacher will consider all the circumstances of the case and have regard to the best interests of the pupil and the implications for the staff.

The Head Teacher will ensure all staff are aware of the school's procedures with respect to the administration of medication. In the case of pupils with Complex Health Needs, staff who come into contact with that child will be made aware of the precautions that need to be taken and the procedure for coping with an emergency. Guidelines as outlined in the school's 'Supporting pupils with medical conditions' policy will be followed.

The Head Teacher and staff will do what a "reasonable parent" would do in the circumstances prevailing at the time.

### **Parental Responsibilities**

Parents will, wherever possible, administer or supervise the self-administration of medication to their children. This may be affected by the child going home during the lunch break or by the parent visiting the school. However, where this is not practicable, for example the child's home is a considerable distance from the school, parents may make a request for medication to be administered to the child in school.

Where such a request is made to the school by parents, it should be made using form1A <https://educnet.gloucestershire.gov.uk/manageandfinance/medic.htm>

If a parent refuses to complete this form, the Head Teacher will make it clear to the parent (in writing) that the school is not prepared to administer medication.

The medication will be delivered to school wherever possible by a parent in the smallest practical amount, in the chemist's original container which is clearly labelled with the contents, the child's name, and the dosage and/or other instructions.

The receiving member of staff will check the intelligibility of the instructions. Any concerns about the supply, transportation or storage of a suitable container may be discussed with the parent and School Nurse.

Parents should also ensure the child is familiar with the dosage and, subject to age

and physical and mental capacity, is able to self-administer the medication under adult supervision, for example inhalers for asthmatic children.

In cases where children require medication over long periods of time, any change in the dosage or other arrangements must be notified by parents, in writing, to the Head Teacher.

The renewal of any medication, which has passed its expiry date, is the responsibility of the parent. Expired medication should be collected from school by parents within 7 days of the expiry date. The school will contact parents/carers immediately if medication remains uncollected.

### **Prescribed Medication**

Where medication is to be administered at the school, the Head Teacher will ensure that a named person is responsible for the medication, together with a nominated deputy. These members of staff will be suitably trained to undertake the responsibility. Any training given will be recorded on staff records.

For long-term illnesses, such as epilepsy or asthma, the school will develop in consultation with the parent and school nurse an individual healthcare plan. A copy can be obtained from

<https://educnet.gloucestershire.gov.uk/manageandfinance/medical/ICP.doc>

A written record should be kept of the administration of all prescribed medication to pupils. Such a record should be kept together with the instructions given on the [Form 1B](#), checked on every occasion and completed by the member of staff administering the medicine. This form will be retained on the premises for a period of 5 years.

Wherever possible, arrangements will be made for the medicine to be self-administered, under the supervision of a named adult.

All information regarding medication should expire at the end of each school year. If the administration of medication is to continue all relevant information must be confirmed in writing at the commencement of the new academic year.

In all cases where, following the administration of medication, there are concerns regarding the reaction in the child, medical advice must be sought immediately.

Where a pupil's case makes it necessary, emergency supplies of drugs will be stored in the school, but only on a single dose, named patient, basis. In these cases specific training on how and when to administer will be sought from the Health Authority.

The review and monitoring of individual long term cases, and the necessary liaison with General Practitioners, will be undertaken by the School Nurse or the Consultant Community Paediatrician.

It is stressed that the arrangements described in this document relate only to

situations where there is an explicit request by the parents. In no circumstances should school staff administer prescribed medication on their own initiative.

### **Non-Prescribed Medication**

Staff in School should not administer non-prescribed medication.

In circumstances when pupils suffer headaches, or toothache, the Head Teacher or another member of staff may be asked to provide a mild analgesic (e.g. paracetamol) to relieve pain. If a child suffers regularly from frequent or acute pain the parents will be encouraged to refer the matter to the child's GP.

Analgesics will only be given to pupils under the age of 16 when parents have given prior written permission.

In such cases, the Head Teacher, or School Administrator, will be authorised to issue these and they will keep a record of issues including name of pupil, time, dose given and the reason.

Preparations of paracetamol designed specifically for children under 12 will be kept in a secure place in the School Office.

On no account will aspirin, or preparations containing aspirin, or medicines containing ibuprofen, be given to pupils unless prescribed by a doctor.

### **Review**

This policy statement will be reviewed annually.

Date of policy: October 2018

Reviewed: 11.10.18

Review Date: Annually