



Reviewed on:	September 2018
Next review:	September 2019
Staff Responsibility:	C Parr
Linked policies:	First Aid, Safe guarding, asthma
Singed by chair:	L. Rowbotham
Date:	September 2019

## BOARSHAW PRIMARY SCHOOL

### POLICY AND PROCEDURE FOR ADMINISTERING MEDICATION AND FIRST AID AT SCHOOL

#### Statement of intent and general policy

At Boarshaw Primary we believe that everyone has the right to be happy, safe and respected in a friendly and stimulating environment.

We promote high standards in teaching and learning and have clear expectations of courtesy and behaviour. We value individuality and encourage all to achieve their full potential. Through working together and open communication we strive to prepare children to succeed in society.

#### Introduction

Parents have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school. Parents should provide all necessary information about their child's medical needs to the school.

There are an increasing number of children attending mainstream schools with medical conditions. Schools, acting in '*locum 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.

**School teachers have no legal obligation to administer medicines to pupils nor supervise them while they take medicine unless contracted to do so. Staff may volunteer to assist in the administration of medicines but must be given appropriate training.**

DfE April 2014 – Supporting pupils at school with medical needs.

Key points are:

- Pupils at school with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in school to support pupils with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.
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**This policy may be superseded by a child's EHC plan or Individual Care Plan, or may be used in conjunction with them.**

#### Management and Organisation

When medicines are to be administered in school, it is essential that safe procedures are established which are acceptable to appropriate school staff involved. It is essential that clear written instructions are supplied by parents when requesting that medication be administered to their child. Parents should always complete a medicine form available from the main office giving their child's name and class, clear instructions on the dose to be administered to the child, the time to be given and for what period. Medication **must** be in its original packaging including prescriber's instructions. Only the

prescribed/recommended dose will be administered, this cannot be changed unless written instructions are given from a medical professional. The form should be signed by the parent or guardian and retained in the school office for reference by staff involved.

In cases where the child's medical needs may be greater than those of their peers, the Head Teacher may request that an Individual Health Care Plan be prepared if applicable by the school nurse. In such cases, consultations on the plan will include school, health service practitioners (ie school nurse) and the parents/guardians. This will also clarify the extent of responsibility taken by the school.

The Head Teacher will be responsible for the managing of administration of medicines and drugs with the agreement of named members of staff. Staff should be able to act safely and promptly in emergency situations, as well as with the routine administration of medicines.

Members of staff will be asked to volunteer to be involved in the administration of medication. Only those members of staff who have current First Aid qualifications will be required to act in an emergency. Other members of staff who are willing to dispense medicines to pupils ie Office Staff or class teachers whilst on trips / residential, should be advised of the correct procedure for each pupil by the Head Teacher or Designated First Aider.

It is the responsibility of the Head Teacher to ensure that new members of staff receive appropriate training.

Parents and staff should be kept informed of the school's arrangements for the administration of medicines and drugs and will be informed of any changes in these procedures. A record should be kept of all medicines and drugs administered by the members of staff responsible using the administering medicine form in medicine file in the office.

### **Members of staff available for administering medicines and drugs – all qualified first aiders (see FA policy)**

#### **Advice on medication**

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 or carers keep the pupil at home if necessary.

If the parent or carer requests that the school administer medication (prescribed and non-prescribed), the Head Teacher will allow this on the condition that the school's medicine form has been completed and signed by the parent. If the instructions have not been given in writing, it will not be possible for the school to accept responsibility for administering the medication. In exceptional circumstances a telephone call may be made to the parent/carer to obtain verbal consent. A record will be kept in the medicine record file. A telephone permission slip will also be completed by the member of staff.

In the case of chronic illness or disability, ie asthma, diabetes, syndromes such as ADHD etc pupils may need to take prescribed drugs or medicines on a regular basis during school hours in order to lead a normal life within a mainstream school setting. Only those members of staff already named should administer the medication and a record kept. Staff will not under any circumstances administer drugs by injection without appropriate training and support from the school health team and other outside agencies where appropriate.

#### **School trips**

Part of the Inclusion Policy of the school ensures that all pupils should be encouraged to take part in school trips wherever safety permits. It may be that the school would need to take additional safety measures for outdoor activities and staff supervising outings must be aware of any medical needs of such pupils and of the relevant emergency procedures. An additional adult (or particular parent) may need to accompany the trip where a difficult situation might arise.

## **Taking Medication on School trips**

It may be necessary to take medication for pupils on a school trip ie. Epipen, Inhalers or Epilepsy emergency medication. This medication must be logged in and out of school. It may also be necessary to take copies of relevant care plans in case of emergency. Emergency medication must be taken on all trips, even where a trained member of staff is not present. In this case medication should be given to the paramedics to administer when necessary.

## **Inhalers for medication**

The Head Teacher has agreed that when appropriate ie pupils in KS2 should assume responsibility for their own inhalers. Spare, individually named inhalers can be kept in the school office but parents must still complete the school's medicine form. **It is the responsibility of parents to ensure that the inhalers are renewed and that medication has not exceeded its expiry date. All inhalers should be collected at the end of the school year.**

In the case of pupils in Early Years and Key Stage 1 the school can supervise the child using the inhaler. The inhaler should be given to the class teacher and written instructions given.

## **Antibiotics**

Pupils who are prescribed anti-biotics can often recover very quickly and may be fit enough to return to school, but it may be essential that the full course of medication should be completed. In this case, the Head Teacher is willing for named staff to administer the antibiotics supplied by the parent or carer. A medicine form should always be completed giving full instructions for the administration of medicine. **It is the responsibility of the parent to ensure that the medication is collected each day and is not out of date.**

## **Diabetes**

The school will monitor pupils with Diabetes in accordance with their care plan. Blood sugar results will be recorded daily and noted accordingly. Pupils with diabetes **must not** be left unattended if feeling unwell, or sent to the office unaccompanied. Sharp boxes should always be used for the disposal of needles.

## **Maintenance drugs**

A child may be on daily medication for a medical condition that requires a dose during the school day. As with all other medication a form should be completed giving clear instructions to staff at school. A record of all doses administered will be kept.

## **Unusual medications**

In the case of unusual prescribed medications ie use of an Epipen, this will be at the discretion of the Head Teacher and Governors. In all cases, proper training will be provided by the Child Health Service and parents will need to complete a medicine form accepting responsibility. In cases of eczema or skin conditions it will be expected that the child will be able to use the cream/ lotion on their own.

## **Nut allergies / Anaphylaxis Procedures**

Medication for the treatment of nut allergies will be kept in easily identifiable containers in the school office or individual classrooms. Each container should be clearly labelled with the child's name and class.

## **Emergency procedures**

In the case of emergency, the school will call an ambulance and contact the parents. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. Staff should never take children to hospital in their own car – it is safer to call an ambulance. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent / carer arrives.

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

## **Hygiene and infection control**

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

## **Storage of medication**

All medication must be stored in the designated medication area i.e. secure medication cupboard in school office or the office fridge. Epipens should they be required will be kept on top of the medication cupboard. Inhalers should be readily available and not locked away. Some children may have Epipens/ Inhalers in their classroom in accordance with the recommendation of their care plan.

## **Disposal of medicines**

Staff should not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to a Pharmacy for safe disposal.

## **Summary of procedure to Dispense medication**

- Permission form / medicine form must be completed by parent / carer and signed.
- Medicine must be in original packaging clearly marked with the name of child, class and dose to be administered.
- Recommended/prescribed dose will **not** be exceeded without written permission from a medical professional.
- All medication given must be recorded on medication record form.
- It is parent / carers responsibility to collect medication at the end of each school day where necessary.
- Medication being taken out of school on trips or visits must be logged in and out with the school office and be the responsibility of a member of staff at all times.



Boarshaw Primary School

### Permission to Administer Medications

Date: \_\_\_\_\_

#### PARENT'S INSTRUCTIONS:

1. All prescription and non-prescription medications shall be maintained with the child's name and shall be dated.
2. Prescription and non-prescription medications must be stored in the original bottle with unaltered label. Medications requiring refrigeration must be properly stored.
3. Prescription and non-prescription medication shall be administered in accordance with the label directions.
4. Written consent must be provided from the parent, permitting child care facility personnel to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions.

Child's Name	Date of Birth
Medication	Dosage

I hereby give permission to Boarshaw Primary School to administer the dosage of medication stated above to my child:

(Please tick the appropriate box)

- According to the doctor's instructions as noted on the prescription bottle  
 According to the following instructions (for non-prescription drugs):  
\_\_\_\_\_  
\_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_  
daily while in attendance

Start date

End date

Time of day

Signature of Parent or Guardian: \_\_\_\_\_

#### MEDICATION RECORD

A qualified first-aider/ trained staff member must administer medicine and complete the medication record

Date	Time	Dosage	Comments	Staff Name	Staff Signature

**Members of staff available for administering medicines and drugs:**

Mandy Evans  
Penny Beehan  
Rhonda Reynolds  
Michelle Grime  
Davina Murphy  
Annemarie Burns  
Jackie Dalloway  
Joanna Farrell  
Nicola Greenhalgh  
Hayley Wilson  
Rabia Daud  
Tracey Barkatali  
Keri Forrest  
Laura Windsor  
Sarah Crowther  
Catherine Parr  
John Brimble  
Helena Morton

**Members of staff available for first aid in an emergency:**

All the above mentioned staff

**Members of staff available to administer emergency medication:**

Mandy Evans  
Catherine Parr