



# LIPSON VALE PRIMARY SCHOOL

## Administration of Medicines in School



**Reviewed: Autumn 2016**

**Next Review: Autumn 2018**

<b>Contents</b>	<b>Page</b>
<b>Introduction</b>	<b>3</b>
<b>Rationale</b>	<b>3</b>
<b>Aims</b>	<b>4</b>
<b>Implementation of this policy</b>	<b>4</b>
<b>Prescription medicines</b>	<b>5</b>
<b>Controlled Drugs</b>	<b>6</b>
<b>Non-prescription medicines</b>	<b>6</b>
<b>Administering medicines</b>	<b>7</b>
<b>Emergency medicines</b>	<b>7</b>
<b>Asthma inhalers</b>	<b>8</b>
<b>Religion/Faith</b>	<b>8</b>
<b>Self-administration</b>	<b>8</b>
<b>Refusing medication</b>	<b>8</b>
<b>Managing medicines on educational trips and sporting events</b>	<b>9</b>
<b>Responsibility of school</b>	<b>9</b>
<b>Responsibility of parents</b>	<b>10</b>
<b>Dissemination of this policy</b>	<b>10</b>
<b>Liability and Indemnity</b>	<b>10</b>
<b>Complaints</b>	<b>10</b>
<b>Links to other policies</b>	<b>11</b>
<b>Monitoring and review</b>	<b>11</b>

## **Introduction**

The Children and Families Act 2014, places a duty on schools to make arrangements to support pupils at school with medical conditions.

- This duty of care came into force on 1<sup>st</sup> September 2014 and means that schools have a duty of care to ensure that all children with medical conditions in terms of both physical and mental health, are supported to enable them to engage fully in school life and make the most of opportunities to enable them to achieve their academic potential.

In the preparation of this policy the school has followed the statutory guidance set out in the document:

### **'Supporting pupils at school with medical conditions'**

Statutory guidance for governing bodies of maintained schools and proprietors of academies in England (updated December 2015)

And also the Plymouth City Council document:

### **'Supporting Pupils at school with medical conditions'**

Statutory guidance and non-statutory advice (updated December 2015)

## **Rationale**

At Lipson Vale Primary School we take a pride in promoting an inclusive and supportive environment for all of our pupils. We recognise that at any time there may be pupils in our school who have a medical need or a long term medical condition and understand that there will be occasions when we will be required to administer medicines to pupils.

Medicines may be required by pupils with a long term medical condition; pupils who need occasional short term medication and those who need emergency medication for a life threatening condition.

We aim to provide all pupils with medical conditions the same opportunities as others in school to enable them to engage fully in all areas of learning.

## **Aims**

## Lipson Vale Primary School - Administration of Medicines in School

- To have a clear policy that is understood by school staff, parents and children to help ensure that children with medical needs receive appropriate care and support in school.
- To give guidelines with regards to the handling of medication within school.
- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits.

### **Implementation of this Policy**

- This policy will be read by all teaching and non-teaching staff.
- All relevant staff will be made aware of the medical condition of children in their care or with whom they have contact. A folder containing relevant information about children with the medical conditions along with any Individual Health Care Plans will be kept in the First Aid room and a copy will be kept in the Staff Room.
- To aid the swift provision of support or emergency help, each child with a serious medical condition which may require emergency attention will also have an information sheet and photograph displayed in the First Aid room and the Staff Room. Class teachers will also have a copy of this information for the classroom.
- The SENCo and the Head Teacher will ensure that staff receive information and where necessary, training to help them support the medical needs of individual pupils. This will include the administration of medication/emergency medication where appropriate.

### **Prescription Medicines**

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child under the age of 16 should be given prescription or non-prescription medicines without the written consent of the parents.

## Lipson Vale Primary School - Administration of Medicines in School

- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- Prescribed medicines must be in-date, labelled clearly and provided in the original container as dispensed by a pharmacist. Instructions for administration, dosage and storage must be provided. (The exception to this is insulin - which must still be in date, but will be inside an insulin pen or pump.)
- When requesting that medicines are administered in school, parents should complete Form AMEE 3 (See appendix 1).
- Medicines should be handed in to a member of the school office staff. Medicines should be collected from the school office at the end of the school day. Children should not be given medicines to bring in or take home from school.
- Medicines will not be administered if they have been taken out of their original container or if the dose has been altered.
- Medicines will be stored as directed on the bottle/packet within the first aid room which is kept locked unless an adult is present. Children should know where their medicine is stored.
- When no longer required, unused medicines will be returned to the parents for safe disposal.
- Sharps boxes should always be used for the disposal of needles and other sharps.

### **Controlled Drugs**

- School staff may administer a controlled drug to the pupil for whom it has been prescribed according to their individual health care plan.
- Staff administering controlled drugs must follow the prescriber's instructions
- School will keep controlled drugs in a secure, locked cupboard and be accessed by named staff.

## Lipson Vale Primary School - Administration of Medicines in School

- School will keep a record of the doses used and the amount of the controlled drug held in school. See appendix 1
- Unused controlled drugs will be returned to the parent when no-longer required

### **Non Prescription Drugs**

Medicines that have not been prescribed by a medical practitioner may be administered in school if necessary after liaison with parents, (e.g. paracetamol, ibuprofen, antihistamines, throat lozenges).

It is essential that parents complete and sign the consent form in the same way as for prescribed drugs.

Medicines should be in the original container and clearly labelled with the child's name and the dose to be given.

During summer months children should have sun cream applied prior to attending school but if re-application is required children may bring it to school labelled with name and class. Children will be expected to try to apply the cream themselves.

## **Administering Medicines**

This is a voluntary duty undertaken by staff. There is no legal or contractual duty on teachers to administer medicine or to supervise a pupil taking it.

*School staff may be asked to provide support to children with medical conditions, including administration of medicines (although they cannot be required to do so).*

The member of staff administering medicine should check:

- The name of the child
- The name of the medicine
- The prescribed dose
- Written instructions provided by the prescriber on the label or container for administration
- The expiry date of the medicine

The member of staff administering medicine should record:

- The name of the child
- The name of the medicine
- How much was administered
- When the medicine was administered
- Who administered the medicine
- Any side effects of the medication

(See appendix 3)

Topically applied lotions and creams should be treated as a medicine and where appropriate, the child encouraged to administer it themselves. Staff applying lotions should wear gloves.

## **Emergency Medicines**

- Emergency medication will be kept in the classroom in a place that is easily accessible in an emergency.
- For certain medical conditions, a spare dose of the medication will be kept centrally in the first aid room for when the child is away from the classroom e.g. in the playground/lunch hall.
- In some cases it may be appropriate for the medication to be carried by a supporting one to one teaching assistant.
- Details will be recorded on an individual healthcare plan.

## **Asthma Inhalers**

- Inhalers for children with asthma will be kept in the child's classroom.

## Lipson Vale Primary School - Administration of Medicines in School

- They must be clearly labelled with the child's name. Children must have access to their inhalers at all times but must inform a member of staff that they need to use their inhaler.
- Parents must complete a consent form. A copy of this will be kept in the classroom.
- Inhalers must be taken on educational trips and sporting activities.

### **Religion/Faith**

Religious practices of some faiths may have an impact upon the administration of medicines. Information and advice should be sought from the parents as appropriate.

### **Self administration**

In certain cases, where appropriate, pupils should be encouraged to administer their own medication under the supervision of an adult e.g. inhalers, eczema cream, insulin.

### **Refusing Medication**

If a child refuses to take medicine, staff should not force him/her to do so. The child should be reassured and the parents will be informed.

### **Managing Medicines on Educational Visits or Sporting Activities**

- School staff should be aware of how a child's medical condition will impact on their participation of out of school activities.
- The administration of medicine will be carried out by a designated person.
- A note will be recorded on the general risk assessment to indicate that the pupil needs medicine during the day.
- Staff supervising sporting activities should be aware of relevant medical conditions and any preventative medicines which may need to be taken as well as emergency procedures.

### **Responsibility of School**

- Medicines will be stored safely following the instructions on the container.
- Medicines will be administered according to the prescriber's instructions.
- A record will be kept of the medicines administered.
- Parents will be informed if a child refuses a medicine.
- Parents will be informed if a child experiences side effects which could be linked to the medication.
- If some specialist knowledge is needed to administer a medicine then training will be sought by a qualified health professional
- For pupils with long term medical conditions, key members of staff will be made aware of the medical condition. Those caring for a pupil individually will receive training on how to support their medical needs including emergency procedures.
- Any medicine brought into school by the staff for personal use should be stored safely in an appropriate place out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

### **Responsibility of Parents**

- Parents should make sure that a consent form is completed each time their child requires medication at school.

## Lipson Vale Primary School - Administration of Medicines in School

- For children taking long term medication a consent form will be required each new term autumn, spring, summer.
- Parents should ensure that long term medication such as asthma inhalers, eczema creams etc are in date.
- Parents should ensure that emergency medication - e.g. adrenaline pens, medication for epilepsy etc are in date.
- Parents should ensure that medicines are clearly labelled with the child's name, dose and provided in the original container.
- Parents should inform the school if there are any know side effects from the medicine their child is taking.
- Parents should dispose of any unused or out of date medicines.

### **Dissemination of Policy**

This policy will be shared with all teaching staff, non-teaching staff and governors. It will be accessible on the school website and a copy will be available from the school office.

### **Liability and Indemnity**

Lipson Vale Primary School has an Insurance Policy that provides liability cover relating to the administration of medication.

### **Complaints**

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

### **Links to Other Policies**

Supporting Pupils with Medical Conditions

Pupil Illness Guidance

SEND Policy

Inclusion Policy

Intimate Care Policy

Sun Safety Policy

**Monitoring and Review**

This policy will be evaluated and reviewed annually. Next review  
December 2018.