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RAF BENSON COMMUNITY PRIMARY SCHOOL
POLICY DOCUMENT

Administering Medicines Policy

Policy has been adopted/reviewed by Governing Body:

Signed: N Gasan

Date: 13 March 2023

Introduction

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 other related school policies including:

- Supporting Children with Medical Needs
- Critical Incident and Emergency Management Plan
- Health and Safety Policy
- First Aid Policy

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. This care should extend from emergency first aid provision, the administration of medicines to dealing with Asthma and head lice.

This policy takes account of the statutory guidance contained in:

- CSF 'Managing Medicines in School' 2008
- The Disability Discrimination Act 2005 - pt4
- The DCSF (previously DFES) guidance 'Implementing the Disability and Discrimination Act in Schools and Early Year Settings'- 2006.
- The DCSF/DOH 'Managing Medicines in Schools and Early Years Settings' – 2005
- The DfEE/QCA Guidance on Inclusion contained in "The National Curriculum"
- Handbooks for primary and secondary teachers
- The Special Needs and Disability Act 2001
- DfES Guidance "Inclusive Schooling, Children with Special Educational Needs" 2001
- DfE DSEN Code of Practice 2014

General Statement

RAF Benson 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 that require medication.

Medication

Parents should, 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 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. The parent must complete the consent form before medicines can be administered (Appendix A).

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/carer 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 to his/her child(ren) for the duration of the course of medication. A copy of the parental consent form will be kept in the School Office.
- 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/SENCo 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 Supporting Children with Medical Needs Policy)
- 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 children 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, so that the information is available to any other teacher taking that class.

The Healthcare plans and medical consent forms are kept in the school office. When medicine is administered, staff must complete the dated entry of this, on the form in the Medicine/Drugs register. Before administering medicines, staff should read the date entry section of the form to check that the medicine has not already been administered.

Non-Prescribed Medicines

The school will not 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.

No child will be given any medicines without their parent's written consent.

Controlled Drugs

Controlled drugs, such as Ritalin or Concerta, 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.

Pain Killers

Pain killers such as paracetamol and aspirin (including Calpol) will not be administered by school staff and must not be brought to school by children.

Other medicines

Cough/throat sweets, "Tunes" etc. or lip balm must not be brought to school by children.

Sun screen 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. Children must not share sun screen.

Safe Storage of Medicines

The school will only store and administer medicine that has been prescribed for an individual child.

Medicines will be stored in the First Aid cupboard in the office strictly in accordance with product instructions. Children will be informed where their own medicines are stored. Administration of medicines takes place in the School Office.

All emergency medicines, such as asthma inhalers and adrenaline pens (epipens), will be readily available to children and kept in the First Aid cupboard in the School Office. All such medicines will be kept in clearly labelled boxes with the child's name and photograph on.

There will be a file of children with such allergies with information about the allergens and any specific treatment. Inhalers and epi-pens will be sent home termly to be checked by parents. They must be returned to school for the beginning of term.

Staff receive regular training on the use of an epi-pen. Children who require these epi-pens are listed as above.

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 must not be brought in or collected by pupils themselves other than inhalers.

Emergency Medicines

If a child requires emergency medicines (inhalers, epi-pens etc), the parents/ carers must inform the school by letter or via the data collection sheet issued to all parents at the beginning of the academic year and the medicine must be in school, at all times. It is the responsibility of the parent/carers to ensure that the medicine is not out of date.

Children 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 or via the data collection sheet if the pupil no longer requires their emergency medication.

All children should take their inhalers/epi-pens with them whenever they do rigorous activity.

OTHER ASTHMA SUFFERERS CANNOT SHARE INHALERS

In the event of a child having an asthma attack, who has no inhaler, the parents must be sought quickly by phone to give permission for the administration of someone else's inhaler. If parents cannot be located, then the emergency services will be contacted and they may give permission for the sharing of the inhaler.

Training

Any specific training required by staff on the administration of medication (e.g. adrenaline via an epi-pen) 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 children 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 child and that the appropriate medication is taken on the visit.

Menstruation

In situations involving menstrual difficulties in children, the best remedial action would be either to send the child home after telephoning the parent/guardian or remove the child from class to rest until the discomfort disappears. There are relevant disposal bins for all children to use.

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.

Head lice

Staff do not touch children and examine them for head lice. If it is suspected that a child has head lice parents will be informed and be asked to examine their children at home. When the school is informed of a case of headlice, all parents will be advised to check their children at home as soon as possible.

Vomiting and diarrhoea

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed.

Chicken pox and other diseases or rashes

If a child is suspected of having chicken pox etc, we will look at their arms or legs.

If your child has any of these infections, they will need to stay off school for a prescribed period of time. The Headteacher or school office will advise timescales.

For information on exclusion periods following other infectious diseases there is a poster in the School Office.

Should your child have chicken pox, scarlet fever or other rashes and illnesses, please contact the school office so that other parents may be informed. This is so that any mums in the school community who may be pregnant can guard against any infection.

Staff insurance cover

If these guidelines are followed, including the requisite to obtain parental consent, staff will be protected by the County Council's insurance policy against claims of negligence should a child suffer injury as a result of the giving of medicine.

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 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.

Parental Request for School to Administer Medicine

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication needed.

Name of Child			
Date of Birth		Year/Class	
Medical condition or illness			

Medicine

Name/Type of Medicine (as described on container)	
Date dispensed by GP	
Expiry Date	
Dosage & Method	
Timings	
Special Precautions	
Are there any side effects that school should be made aware of?	
Procedures to take in an emergency	

Contact Details

Name	
Contact Telephone Number	
Relationship to Child	

- I confirm that I have read and understood the school’s Medicine Policy.
- I accept this is a service that the school is not obliged to undertake.
- I understand that the school will endeavour to administer medicines at the time requested by me, but on occasions this may not be possible.
- I understand that medicine should be brought into school by an adult and collected by an adult.
- I accept that the medicine must be in the prescribed packaging with the child’s name and dosage clearly stated.
- I understand that administration of medicines will be witnessed by a second adult.
- I understand that I must notify the school of any changes in writing. The school cannot be held responsible for the consequences of the failure to notify it of any changes.

Signed:.....Date:.....

Print Name: Relationship to Child:

FOR STAFF USE ONLY		
Date Medicine Given		
Time Given		
Dose Given		
Name of member of staff		
Signature of member of staff		
Name of member of staff witnessing		
Signature of member of staff witnessing		

Date Medicine Given		
Time Given		
Dose Given		
Name of member of staff		
Signature of member of staff		
Name of member of staff witnessing		
Signature of member of staff witnessing		

Date Medicine Given		
Time Given		
Dose Given		
Name of member of staff		
Signature of member of staff		
Name of member of staff witnessing		
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Date Medicine Given		
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Name of member of staff witnessing		
Signature of member of staff witnessing		

