



Wycliffe Church of England Primary School

Administration of Medication Policy



Ratified by the governing body: Feb 2019

To be reviewed: Feb 2020

Policy for Administration of Medication in School

Vision Statement

We nurture an aspirational family of hard-working, respectful individuals who work collaboratively to have a lifelong love of learning.

“Life in all its fullness” (John 10:10)

Our vision is to ensure that our school family are happy and fulfilled in a creative learning environment. This will be flexible and cater to individual needs and develop a love for learning through which all members can flourish. Our priority is to nurture habits and accountability which lead to sustainable development and responsibility.

Rationale

- The Governors and staff of Wycliffe CE Primary School wish to ensure that pupils with medical needs receive care and support in school. Pupils should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school trips etc.
- The Headteacher will accept responsibility for members of school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so. However, staff are not obliged to administer medication in school.
- Where possible, the administration of all medication in school will be administered by Mrs Tracey Fearnley, First Aider.
- Medication can only be accepted in school where it has been prescribed by a doctor or other medical professional. In other cases, e.g. where a pupil suffers regularly from acute pain, such as migraine, parents may request and must supply appropriate pain killers for their child's use. This will only be accepted with written consent from your GP or other medical profession.
- Medication will not be accepted without the written parental instructions as to administration. This should be provided in conjunction with the GP or other medical professional as appropriate. The Headteacher must approve the administration of the medicine.
- The Headteacher will consider in each case the nature of the medication to be administered, any potential risks and all other relevant information before deciding whether in any particular case medicine can be administered in school. Where there is concern about whether the school can meet a pupil's needs the Headteacher should seek advice from the school nurse or doctor, the child's GP or other medical adviser.

- If medication can be administered at other times out of school hours, for example: before school, after school and at bedtime, then school will not authorise the administration of the medication.
- Each item of medication must be delivered in its original container and handed directly to Mrs Tracey Fearnley, First Aider or person authorised by the Headteacher. The school will not accept medication which is in unlabelled containers.
- Where a pupil travels on school transport with an escort, parents/carers should inform the escort of any medication sent with the pupil or should hand the medication to the escort for transporting to the school.
- Children travelling to school by the school bus need to have the prescribed medication dropped off by the parent into school at another appropriate time.
- Children attending breakfast club need to hand over the medication to the member of staff in charge that morning.
- Each item of medication must be clearly labelled by the parent with the following information:
 - Pupil's name
 - Pupil's date of birth
 - Name of Medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements (if necessary)
 - Expiry date
- Where appropriate pupils will be encouraged to self-administer their own medication under the supervision of Mrs Tracey Fearnley, First Aider or other staff supervision if necessary. Parent/carers of pupils will be asked to confirm in writing their consent to this. The Headteacher must approve pupils carrying and administering their own medicine. In deciding whether to permit this, the Headteacher will take into account the nature of the medication, the age of the pupil and the safety of other pupils.
- Where pupils require medication to be administered, schools should seek a view from the Nursing Service as to whether there are alternative approaches to the administration of medication as well as to seek clarification from the Nursing Service of the care plan which is prepared for school staff undertaking the pupils' care.
- Staff who volunteer to assist in the administration of medication must receive appropriate training/guidance identified by the Headteacher in liaison with Health professionals.

- The Headteacher or his/her representative will seek the advice of healthcare professionals on the type of training required for each authorised member of staff and what types of medication that training covers.
- Unless otherwise indicated, all medication to be administered will be kept in a locked medicine cabinet.
- Mrs Tracey Fearnley, First Aider or other school member of staff administering the medication must record details of each occasion when medicine is administered to a pupil and inform parents.
- If pupils refuse to take medication, the school staff should not force them to do so. The school should inform the child's parents as a matter of urgency, and may need to call the emergency services.
- Parents/carers should be advised that it is their responsibility to notify the school of any changes to a child's medication. Parents/carers should also inform the school of any other circumstances that may affect the administration of medication or of the child's reaction to the medication. (Schools should consider having procedures requiring parents at regular intervals – termly/annually – to confirm that the information currently held by the school is correct.)
- The procedures to be followed to implement this policy are set out in the procedures below and the appendices.

Administration of Medication in School - Procedures

1. Parents and carers are responsible for supplying school with all necessary information regarding their child's condition and medication. This should be provided in conjunction with the GP or other medical professional as appropriate. This information should be recorded on a standard form which records the request of the parent to the administration of medication which should be updated regularly – Appendix 1. A signed copy of this form should be kept in an accessible place near to the medicine, a copy in the pupil's file and a copy given to parents.
2. Where pupils require several medications parents should also sign to confirm that the combined medications have been administered to the pupils without any adverse effect and that approval has been obtained for their combined administration from a medical practitioner.
3. Medication can only be administered to pupils where parents provide such medication to the school and parents must specifically request in writing that the school administers it, through the appropriate forms.
4. All items of medication should be delivered to Mrs Tracey Fearnley, First Aider or a member of the office staff, for the attention of the Headteacher, by parents, carers or

escorts employed by the authority. The name of that member of staff must be recorded on Appendix 2.

5. Children will not be given permission to take their own medication without staff supervision.
6. Each container should be clearly labelled with the following:
 - a. Name of medication
 - b. Pupil's name
 - c. Pupil's date of birth
 - d. Dosage
 - e. Dosage frequency
 - f. Date of dispensing
 - g. Storage requirements (if applicable)
7. Parents should be asked to make it clear whether medication needs to be kept in school or should be collected at the end of the day. This will need to be the parent's responsibility if the latter applies.
8. Parents must monitor the expiry of their child's medication and be responsible for bringing new medication into school.
9. Unless otherwise indicated, all medication to be administered will be kept in a locked medicine cabinet which is in the main office and is locked at all times.
10. Medication will be sent home at the end of the school year for parents to check. At the start of the new academic year a new form will be sent home for completion and medication can be updated and sent back into school.

Review

Staff and Governors will review the Administering Medicine Policy in September 2020

Headteacher

Governors

Date

Appendices-
Documentation

Appendix 1 Medical Information Form

Medical Information

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.

Name: _____

Photo: _____

Date of Birth: _____

Address: _____

Date: _____

M / F

Year group/Class: _____

Review date: _____ July 2015 _____

Condition: _____

Contact Information

Family Contact 1

Name: _____ Relationship: _____

Work telephone: _____ Home telephone: _____

Family Contact 2

Name: _____ Relationship: _____

Work telephone: _____ Home telephone: _____

Clinic/Hospital contact

Name: _____ Telephone: _____

General Practitioner

Name: _____ Telephone: _____

Appendix 1 Medical Information Form

Medication

Name/Type of Medication (as described on the container): _____

For how long will your child take this medication: _____

Date dispensed: _____

Expiry Date: _____

Full directions for use

Dosage and method: _____ Timing: _____

Special precautions: _____

Side effects: _____

Self-Administration: Delete Yes / No

Describe what constitutes an emergency: _____

Procedures to take in an emergency: _____

NB: Medicine must be in the original container as dispensed by the pharmacy.

Appendix 1 Medical Information Form

Give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Daily care requirements

Specific support for the pupil's educational, social and emotional needs.

Arrangements for school visits/trips etc.

Other information.

Staff training needed/undertaken – who, what, when.

I understand that I must deliver the medicine personally to my child's classteacher and accept that this is a service which the school is not obliged to undertake. I am also responsible to monitor the expiry date of medication in school and provide new medication when necessary.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy.

I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or medicine is stopped.

Signature: _____ Relationship to child: _____

Date: _____

Signed by Headteacher _____

Form copied to: Parents SENCo Class teacher Medical File