



## North Wolds Federation

### Administering Medicines in School

October 2019

	<p style="text-align: center;"><b>Market Rasen Church of England Primary School</b></p> <p>With our Christian values at the centre, we develop our children educationally, emotionally and spiritually to enable them to achieve their dreams and goals. Working our local community we educate the whole child. We are inclusive and prepare our pupils to be good citizens in today's diverse society. We prepare our children for a brighter tomorrow.</p> <p style="text-align: center;"><b>'Everything is possible for one who believes' Mark 9:23</b></p> <p style="text-align: center;"><b>Caring, Respect, Co-operation, Commitment to Achieve, Honesty, Fairness</b></p>
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	<p style="text-align: center;"><b>Nettleton Community Primary School</b></p> <p style="text-align: center;">To try our best at everything we do.</p> <p style="text-align: center;"><b>Caring, Respect, Commitment to Achieve, Co-operation Happiness, Independence,</b></p>
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Policy Approved on : 25th November 2019

Head teacher Signature :

Chair of Governors Signature :

Policy Review Date : November 2021

[www.marketrasen.lincs.sch.uk](http://www.marketrasen.lincs.sch.uk)

[www.nettleton.lincs.sch.uk](http://www.nettleton.lincs.sch.uk)

[www.northwoldsfederation.co.uk](http://www.northwoldsfederation.co.uk)

This Policy should be read in conjunction with our:

- Asthma Policy
- Head Injury Policy
- Intimate Care Policy

This policy is drawn up in consultation with staff and is based on guidelines from the DFE publication ['Supporting Pupils at school with medical conditions'](#). (April 2017)

### **Implementation**

In our Federation the Executive Head teacher is responsible to ensure that staff are suitably trained in medical conditions.

When the school is made aware of a child with a medical condition the SENCo will communicate with parents to find out what the need is and what training, plans, processes or adjustments are needed to ensure the medicals needs are met.

### **Pupils with Medical Needs**

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medicine.

Other pupils have medical conditions that, if not properly managed, could limit their access to education.

### **Support for pupils with Medical Needs**

Parents or guardians have the prime responsibility for their children's health and should provide the school with information about any medical condition.

**There is no legal duty which requires school staff to administer medicine; this is a voluntary role.** Staff who provide support for pupils with medical needs or who volunteer to administer medicine will require access to relevant information and training. Agreeing to administer intimate or invasive treatment is entirely up to each individual member of staff. No pressure is put on staff to assist in treatment.

### **Short Term Medical Needs**

Medication should only be taken to school when absolutely essential. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents should ask the prescribing doctor or dentist about this.

However, the school recognises that sometimes children do need to take medicines in school time. If this is the case, there has to be prior written agreement on the medicines form (See Appendix 1), from parents for any medication, prescribed or non-prescription, to be given to a child. This written agreement must also include the dosage.

Medicines must be handed over to the office in a named container.

Any dose given is noted on the back of the request form and initialed by the staff member.

### **Non-Prescription Medication**

The school will not generally give non-prescribed medication to pupils. If a pupil regularly suffers from acute pain, such as migraine, parents should supply and authorise appropriate pain killers for their child's use, with written instructions.

On residential visits, the school will send a letter prior to the visit to ask permission from parents to administer children's pain killers, such as Calpol, should the need arise whilst the child is away from home.

### **Long Term Medical Needs**

The school needs to know about any medical needs before a child starts school, or when a pupil develops a condition. The school will need to know:

- Details of the condition
- Special requirements
- Medication and any side effects
- What to do, and who to contact in an emergency
- The role the school can play

The SENDCo will ensure all relevant staff are informed about the medical condition.

### **Administering Medicines**

No pupil under 16 should be given medication without written parental consent. Authorised personnel should check:

- Pupil's name
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date

### **Refusing Medication**

If pupils refuse to take medication, the school will not force them to do so and will inform parents immediately.

### **Record Keeping**

Parents are responsible for supplying information about medicines and for letting the school know of any changes to the prescription or the support needed. Parents/carers are responsible for ensuring any medication kept in school is contained in the original

packaging, within the expiry date and to replace any medication with a replacement before expiry.

The school will record what medicine was taken and when alongside a signature of the person who has administered it. Two adults should be present for the administration of intimate or invasive treatment, unless there are exceptional circumstances.

### **School Trips**

Pupils with medical needs are encouraged to participate in visits. Staff are made aware of any medical needs and arrangements for taking any necessary medication are put in place.

Sometimes an additional adult might accompany a particular pupil. There may also be the need to undertake a risk assessment for a particular child.

### **Sporting Activities**

Our PE and extra-curricular sport is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. Some pupils may need to take precautionary measures before or during exercise and be allowed immediate access to their medication if necessary, inhalers for example. Teachers supervising sporting activities are made aware of relevant medical conditions.

### **Storing Medication**

Any medication should be in a container that is labelled with the name of the pupil, name and dose of the drug and frequency of administration and within expiry date. Where a pupil needs two or more prescribed medicines, each should be in a separate container. Non health care staff should not transfer medicines from their original containers.

Medicines are kept in the medicine cabinet in the office or when necessary in a fridge in non pupil areas, in a clearly labelled container. This fridge is restricted access.

### **Disposal of Medicines**

The school does not dispose of medicines. Parents should collect medicines held at school and are responsible for the disposal of out-of-date medicines.

### **Hygiene Control**

Staff are familiar with normal precautions for avoiding infection and should follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment. There is a sharps box in the office.

### **Emergency Procedures**

Staff know how to call the emergency services. A pupil taken to hospital by ambulance will be accompanied by a member of staff.

Generally staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance.

### **Health Care Plans**

Some children require an individual health care plan to identify the level of support that is needed at school. The plans may identify specific training needed by volunteer staff. Staff should not give medication without appropriate training.

Plans will be drawn up in partnership between the school, parents, and the relevant health care professions, e.g. school nurse, specialist nurse, community paediatrician, who can best advise on the particular needs of the child. Pupils will be involved whenever appropriate.

### **Complaints**

Complaints concerning the support provided to pupils with medical conditions should be made following the schools usual complaints procedure which can be found on the school website or a paper copy can be accessed in the main school office.

### **Policy Review**

This policy will be reviewed every 2 years, or sooner if circumstances change.



## APPENDIX 1

### PERMISSION FORM : ADMINISTERING MEDICINE

Name of Child: \_\_\_\_\_

Class: \_\_\_\_\_

I wish for my child to have the following medicine/s administered at school. I understand that no medicines may be administered without my permission and I accept responsibility for supplying the necessary information regarding dosage and frequency of dosage.

Name of medicine: \_\_\_\_\_

Dosage Instructions: \_\_\_\_\_

Frequency Instructions: \_\_\_\_\_

The above medicine has been prescribed by Dr \_\_\_\_\_

NAME OF PARENT / GUARDIAN: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

**PLEASE NOTE: NO MEDICINES MAY BE ADMINISTERED WITHOUT THE RETURN OF THIS FORM**