



Building Together for the Future

Administration of Medication Policy

September 2023

POLICY FOR THE ADMINISTRATION OF MEDICATIONS

The Board of Governors and staff of Castle Gardens Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school.

This policy is guided by the Education Authority's Administering Medication Manual for Principals and Governors which can be found in Appendix 1.

The Principal will accept responsibility in principle for members of school staff giving or supervising pupils taking prescribed medication during the school day ***where those members of staff have agreed to do so.***

There is no legal duty that requires school staff to administer medication. This is a voluntary role.

Please note that parents should keep their children at home if acutely unwell or if they have infections.

- Parents are responsible for providing the Principal with comprehensive information regarding the pupil's medical condition and medication.
- This should be provided using the school app and will allow parents to detail Long term conditions, Short term conditions and provide permission for a pupil to self-administer. If parents do not have access to a mobile phone to use the school app, a copy of **Healthcare Form 1, see Appendix 1** can be requested from the school office.
- Prescribed medication will not be accepted in school without completed forms including instructions from the parent that is provided in the school app. If parents do not have access to a mobile phone to use the school app, a copy of **Healthcare Form 2, see Appendix 1** can be requested from the school office.
- Permission must also be provided via the school app for a non-prescribed medicine to be given to a child. Where this may be necessary, for example Calpol in the event of a headache or anti-histamines for hayfever in summer, a supply can be stored in school and self-administered in the presence of a member of staff.
- Only reasonable quantities of medication should be supplied to the school supply at any one time.
- Each item of medication must be delivered to the class teacher, in normal circumstances by the parent, ***in a secure and labelled container as originally dispensed.*** Each item of medication must be clearly labelled with the following information:
 - * Pupil's Name;
 - * Name of medication;
 - * Dosage;
 - * Frequency of administration;
 - * Date of dispensing;
 - * Storage requirements (if important);
 - * Expiry date.

Completion of the relevant form in the school app provides parents with the means to provide all of this information and should be provided along with the medication.

We will not accept items of medication in unlabelled packaging and without the correct paperwork as above.

- Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be held in a secure cupboard in the front office.
- The school will keep records which they will have available for parents.

- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- The school will not make changes to dosages without parental instructions.
- School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- For each pupil with long-term or complex medication needs, the Principal will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary, under staff supervision.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
- We will make every effort to continue the administration of medication to a pupil whilst on trips away from school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate provision cannot be guaranteed.
- All staff will be made aware of the procedures to be followed in the event of an emergency.

Residential Trips

Parents will be asked to complete a separate hard copy for pupils attending a residential trip. This will allow copies to be present with relevant members of staff on the trip who may not be their class teacher. All medication provided should be done so in line with the above procedures.



Manual for Principals and Governors

Administering medication

Introduction

In most schools there are pupils who may need to take medication during school hours for long or short term medical needs, or in emergency situations.

The most common ailments suffered by pupils are asthma, epilepsy and diabetes. Anaphylaxis and extreme allergic reactions to certain foods, such as nuts, fish and dairy products, is on the increase. Staff are therefore being increasingly called to administer medication to pupils. Although staffs' conditions of employment do not include giving medication or supervising a pupil taking it, staff may volunteer to do this.

Who is responsible for administering medication?

The prime responsibility for a pupil's health rests with the parent/guardian, however, to enable pupils requiring medication to participate as fully as possible in school activities the school may agree to assist a child with medical needs.

The employer will ensure that all staff acting within the scope of the Pupil's Health Care Plan as well as within their terms and conditions of employment will be indemnified for all actions taken that are associated with the administration of medicines.

The responsibility of the employer/board of governors is to make sure that safety measures, which cover the needs of the pupil and staff, are outlined in the school's health and safety policy.

This may mean special arrangements for particular pupils in managing and administering medication.

The policy should cover the school's approach to taking medication.

Short term medication

There are times when pupils request painkillers at school including aspirin and paracetamol. School staff **should not** give non prescribed medication without **prior written approval** from the parent/guardian as staff may not be aware of any previous dose taken or whether the medication will react with other medication.

A member of staff should supervise the taking of the medication and notify the parent in writing on the day the painkillers are taken.

If a pupil suffers from acute pain regularly, e.g. migraine, the parents should authorise and supply the appropriate painkillers.

No pupil under 16 should be given medicine without the parent/guardian's written consent.

Prescribed medication – long term medical needs

Some pupils may have medical conditions which will require regular administration of medication in order to maintain their access to education. These pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and with support from the school can take part in most normal school activities.

In some cases pupils with medical needs may be more at risk than their classmates. The school may need to take additional steps to safeguard the health and safety of such pupils. In a few cases individual procedures may be needed, i.e. **(Form1: Pupil's Health Care Plan)**.

Pupil's health care plan

When a parent requests medication to be administered to a pupil at school, the school should discuss the pupil's condition with the parent and the implications of the pupil's medical condition with the appropriate staff and where necessary draw up a Health Care Plan, i.e.:

- a written request together with a statement of the pupils condition and requirements must be made available to the school (**Health Form 2: Request by Parent for School to Administer Medication**);
- the school must decide on the way in which the school will meet the pupils requirements (**Health Form 3: School's Agreement to Administer Medication**);
- ensure appropriate training and appropriate medical advice is available from medically qualified persons, i.e. Pupil's GP, Specialised Nurse, School Health Teams ;
- the school must ensure that a sufficient number of staff are trained in order to cover absences (**Health Form 4: Staff Training Record**);
- two members of staff are always present when administering medication which could expose staff to allegations of assault or sexual abuse, e.g. administering rectal Diazepam;
- train staff on how to call emergency services.

Emergency procedures

- All staff should know how to call the emergency services.
- All staff should also know who is responsible for carrying out emergency procedures in the event of need.
- Guidance on calling an ambulance (**Health Form 5: Emergency Planning**).

Storage of medication

Some medicines may be harmful to anyone for whom they are not prescribed. Where a school agrees to administer this type of medicine, the employer has a duty to ensure that the risks to the health of others are properly controlled.

Schools must ensure that:

- the medicine container is labelled with the name of the pupil, dose and frequency of administration and any expiry date;
- where a pupil requires two or more medicines, these should be kept in their original container and never transferred to another container;
- medicines are kept in a secure cupboard;
- the trained staff and the pupil know where the medicines are stored and who holds the key;
- a record is kept of all medication administered (Form 6); and
- a regular check is made to ensure that a medicine is not out of date, e.g. epi-pen.

School trips

Sometimes the school may need to take additional safety measures for outside visits. Arrangements for taking any necessary medication will also need to be taken into consideration.

Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular pupil.

Please refer to the Department of Education guidance booklet "*Educational Visits, Policy, Practice and Procedures*". http://www.deni.gov.uk/educational_visits_2009.pdf

School transport

The employer must make sure that pupils are safe during home to school transport journeys. Most pupils with medical needs do not require supervision on school transport, but the employer should provide appropriately trained supervisors if they consider them necessary.

Further information, useful contacts and helplines can be found in the DENI booklet *“Supporting Pupils with Medication Needs”*

Website: http://www.deni.gov.uk/support_with_medical_needs.pdf

Health Form 1

Healthcare Plan for a Pupil with Medical Needs

Name _____

Date of Birth _____

Condition _____

Class/Form _____

Date _____

Review Date _____

Name of School _____

Contact Information

Family Contact 1

Name _____

Phone No. (work) _____ (home) _____

Relationship _____

Family Contact 2

Name _____

Phone No. (work) _____ (home) _____

Relationship _____

Photograph

Clinic/Hospital Contact

Name _____

Phone No. _____

G.P. _____

Name _____ Phone No. _____

Describe condition and give details of pupil's individual symptoms:

Daily care requirements, (e.g. before sport/at lunchtime):

Describe what constitutes an emergency for the pupil, and the action to take if this occurs:

Follow up care:

Who is responsible in an emergency: (State if different on off-site activities)

Form copied to: _____

Health Form 2

Request by Parent for School to administer medication

Example form for parents to complete if they wish the school to administer medication

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

Details of Pupil

Surname: _____

Forename(s) _____

Address: _____

M/F: _____

Date of Birth: _____

Class/Form: _____

Condition or illness:

Medication

Name/ Type of medication (as described on the container)

For how long will your child take this medication:

Date dispensed: _____

Full direction for use:

Dosage and method:

Timing: _____

Special precautions:

Side effects:

Self-administration:

Procedures to take in an Emergency:

Contact Details

Name: _____

Daytime Telephone No:

Relationship to Pupil:

Address: _____

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake.

Date: _____ Signature(s): _____

Relationship to pupil:

Health Form 3

School's agreement to administer medication

Example form for schools to complete and send to parent if they agree to administer medication to a named child

I agree that (name of child) will receive (quantity and name of medicine) every day at (time medicine to be administered e.g. lunchtime or afternoon break). (Name of child) will be given/ supervised whilst he/she take their medication by (name of member of staff). This arrangement will continue until (either end date of course of medicine or until instructed by parents).

Date: _____

Signed: _____ (The Principal/Named Member of Staff)

Health Form 4

Staff training record-administration of medical treatment

Example of form for recording medical training for staff

Name: _____

Type of training received:

Date training completed:

Training provided by:

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment.

Trainer's signature: _____ Date: _____

I confirm that I have received the training detailed above.

Staff signature: _____ Date: _____

Staff signature: _____ Date: _____

Suggested review date:

Emergency Planning

Request for an Ambulance to:

Dial 999, ask for ambulance and be ready with the following information.

1. School telephone number
2. School name, address and postcode
3. Give exact location in the school (insert brief description)
4. Give your name
5. Give brief description of pupil's symptoms
6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Record of medication administered

[illegible]

