

# Policy for Administration of Medication in School



March 2011

# POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

The Governors and staff of Outwoods Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so. Members of staff administering medication will be named on relevant pupil's medication records and two members of staff will be present at all times when medication is being given to a pupil.

*"Anyone caring for children including teachers, other school staff and day care staff in charge of children have a common law duty of care to act like any reasonably prudent parent. Staff need to make sure that children are healthy and safe. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits, outings or field trips." [Managing Medicines in Schools and Early Years Settings - DFES 2005]*

**Please note that parents should keep their children at home if acutely unwell or infectious.**

- Parents/Carers are responsible for providing the Headteacher with comprehensive information regarding the pupil's condition and medication. The head teacher will then notify the parents in writing if the school will accept the responsibility of administering the medication. Please note that the school is under no obligation to administer medication to pupils, however the school will take all reasonable steps to fulfil medical needs within our range of expertise.
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents and even then it will be at the discretion of the Headteacher.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Each item of medication must be delivered to the Headteacher, in normal circumstances by the parent/carer, in a secure and labelled container as originally dispensed.

- Each item of medication must be clearly labelled with the following information:
  1. Pupil's Name.
  2. Name of medication.
  3. Dosage.
  4. Frequency of administration.
  5. Date of dispensing.
  6. Storage requirements (if important).
  7. Expiry date.

**The school will not accept items of medication in unlabelled containers.**

- 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 kept in a locked cabinet in the Head Teacher's office.
- All inhalers will be kept in classrooms during lesson times. Asthmatic children will take inhalers to the swimming baths, outside for PE lessons and on school trips.
- The school will keep records of administration of medication, which they will have available for parents. Good records help demonstrate that staff have exercised a duty of care.
- 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, on the same day. 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 or changed.
- 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 on parental instructions without written confirmation.
- 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 Head teacher, will ensure that a care 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. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school by completing the relevant form.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service. Training records will be kept.
- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the 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 supervision cannot be guaranteed.
- All staff will be made aware of the procedures to be followed in the event of an emergency.
- A register of pupils with long term medical needs will be kept in the main school office and will be reviewed and updated each term.
- Photographs of pupils with medical needs will be displayed in the staff rooms and the main school office.
- If staff follow documented procedures, they should be fully covered by their employer's public liability insurance should a parent make a complaint.