



Deanery C.E. Primary School
Academy Status

Administration & Management of Prescribed Medicines Policy

March 2017

Rationale

The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Key points

Pupils at Deanery with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

The Governing body will ensure that arrangements are in place in schools to support its pupils with medical conditions.

School leaders will consult with health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

The Guidelines

These Guidelines are intended to ensure that, whenever possible, children with medical needs are not excluded from education or activities because of their condition. Where prescribed medication may need to be administered, either routinely or in an emergency situation, this Policy and Procedure is in place to ensure it is done correctly and safely.

The administering of prescribed medicines is a parental responsibility; however, there may be occasions when school staff may be requested to perform this task.

Management of Prescribed Medicines

It should be an exception rather than the rule for prescribed medicines to be brought into school.

- Parent/Carers are advised that a request to administer prescribed medicines at school will only be considered after all other options have been explored.
- Parent/Carers should discuss with their Doctor/Consultant the administration of prescribed medication. Part of this discussion should focus on whether the prescribed medication can be administered outside normal school hours.
- Parent/Carers are advised that each request for prescribed medicines to be administered to a pupil is considered on an individual basis.

The administration of prescribed medication to children is a parent/carer responsibility. In certain circumstances the school will perform this task, but they may not be directed to do so. The administering of prescribed medicines in school is entirely voluntary and not a contractual duty.

Responsibilities

At the Deanery we recognise that for the administration of prescribed medicines to work effectively and safely a partnership between parent/carers and the school is essential.

We understand that this will place responsibilities not only on the school but also the parent/carers and in some circumstances, the pupil as well.

The following gives an outline of the main areas of responsibility:

Governors

- This Policy has been discussed and agreed by staff and formally adopted by the Governing Body and will be subject to regular review.

Head Teacher

It is the role of the Head Teacher to ensure that the school policy is effectively implemented with partners. This includes ensuring the staff are aware of the policy for supporting pupils with medical needs and understand their role in its implementation. The Head Teacher will ensure that all staff who need to know are aware of the child's condition. The Head Teacher has overall responsibility for the development of individual healthcare plans and will contact the school nursing service in the case of any child that has a medical condition that may require support at school, but has not yet been brought to the attention of the school nurse.

School Staff

Any member of staff may be asked to provide support to pupils with pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions they teach. School staff will receive sufficient and suitable training before taking on the responsibility of supporting a child's medical need.

School Nurse

Deanery has access to school nursing services, who are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts. The school nurse supports staff on implementing a child's individual healthcare plan and provides advice and on occasion training.

Other healthcare professionals, including GPs and paediatricians

Specialist local health teams may provide support in school for children with particular conditions (eg asthma, diabetes, epilepsy).

All members of staff who agree to administer medication, will be trained in appropriate techniques. They will have confidence to deal with any emergency situations that may arise.

- All relevant staff will be made aware of the child's condition, including cover staff in case of staff absence to ensure someone is always available.
- Individual healthcare plans will be monitored in support of pupils with medical conditions.
- Some members of staff are trained for specific reasons e.g. epipen or supervising children self-administering asthma inhalers. They will receive regular training and updates on present techniques.
- Other Staff are trained First Aiders who will administer prescribed medicine on a regular basis.
- All parent/carers of pupils in the school will be made aware of the Deanery Policy on medicines. A written copy will be provided on request.

Parent/Carers

- It is the responsibility of parent/carers to fully co-operate with the school to ensure the safety and well being of their child.
- Parent/Carers must complete a **REQUEST FOR ADMINISTRATION OF MEDICINE** form (see Appendix 2). This should be signed and dated. Verbal instructions will NOT be accepted
- The signed form (Appendix 2) is kept in a file with the medicine (if the medicine were to be required instantly – i.e. inhaler or epi-pen) it will be in the First Aid area for the year group.

Nursery – office

Reception – kitchen cupboard

Y1/2 – Y1/Y2 shared area First

Aid Cupboard

Y3/4 – Y3/Y4 shared area first

aid cupboard

Y5/6 – Y5/Y6 shared area first aid cupboard

The signed form is kept in the office for prescribed medicines that are to be administered at midday.

Copies of all medicine forms are retained in their pupil file in the school office.

- Any changes to the administration instructions will require the completion of a new consent form.
- Parent/Carers will be responsible for ensuring that there is sufficient medicine to be administered and that it is within the expiry date. Medicine should be provided to the school in the original container from the Pharmacy and clearly labelled with:
 - Child's name
 - Name of Medicine
 - Dosage
 - Any other instructions
- Once **emergency** medication, such as Piriton, has been administered in school, children will be expected to be collected by a parent and taken home.
- At the completion of a course of treatment, or if the medicine passes its expiry date the medicine will be returned to the parent/carers for disposal.
- Medicines are to be returned at the end of each school year. New medication and forms must be completed at the start of a new school year.

Out of School Activities/Educational Visits

Risk assessments are undertaken before pupils go on out of school activities; these take into account the possible administration of medicines and medical treatment to pupils.

The Lead Teacher for the trip ensures that appropriate arrangements have been made to take account of administration of medicines to any pupils who are involved in an educational visit.

Staff members are made aware of the need for medication and what to do should a medical emergency arise. The accessibility of medication, particularly for use in an emergency is always considered. Any concerns will be raised with the Head Teacher who may discuss resolutions with parents.

Residential Visits e.g. Year 6 to Quinta

At the Deanery we allow parents to make special requests for administration of medicines whilst their children are on a residential visit. This requires specific arrangements, as laid down in the parental consent form. Parents retain full responsibility and must sign the permission form, giving as much information as the Staff require. It is understood that Staff will administer such medicine on a voluntary basis, it is not a contractual duty; (as previously stated in this Policy). The Deanery will try to accommodate all children and special requests, however, the health and safety of everyone will always be taken into consideration when decisions are made. Parents will always be consulted and opinions of everyone taken into consideration. The Head Teacher will always make the final decision.

Storage of medicines

Prescribed medicines are kept in the school office/fridge. These allow First Aid trained staff to access them easily.

Inhalers and epi-pens are kept within easy access for the Staff in Early Years, Key Stage 1 and Key Stage 2 (as stated above).

A locked medication cupboard is located in the medical room housing medication that can be used by the ambulance service in case of an emergency for named pupils.

Medication for diabetes is stored within easy reach of the pupil and staff in locked cupboards.

On trips and residential visits, medications will be held in a locked box.

Indemnity

The Deanery Church of England Primary School indemnifies its staff against claims of alleged negligence when administering prescribed medicines providing they are acting in a reasonable manner and in the best interests of pupils and have received training where appropriate. (Appendix 1)

Subject to the above, any claims for alleged negligence would be directed against the insurance holder and not the individual concerned.

Policy reviewed by K Cullen March 2017

Agreed and accepted by Governing Body

Signed _____

Dated _____

APPENDIX 1

Indemnity Insurance with Ecclesiastical Insurance (Advantage) Policy No. FV11000231

The school's current Public Liability insurance covers the administering of medicines subject to risk assessment and appropriate full training for relevant staff.

REQUEST FOR ADMINISTRATION OF MEDICATION
 “Administration & Management of Prescribed Medicines Policy”

Child’s Name:Date of Birth.....Class:

Name of GP:Phone No:.....

Medical Condition or Illness.....

Name of medication to be administered.....

Date of expiry of medication.....

Dosage and method

Special Instructions.....

Any possible side effects.....

I would like a member of staff to administer the above medication on my behalf. I accept that they are acting on my instructions and they cannot be held responsible if the medication is not given or given wrongly. I will inform the school immediately if there is any change in the dosage or frequency of the medication.

Signed.....Parent/Guardian Date.....

Received by.....Print Name.....Date.....

Record of administration:

	Date	Time	Dose	Signature		Date	Time	Dose	Signature
1					11				
2					12				
3					13				
4					14				
5					15				

6					16				
7					17				
8					18				
9					19				
10					20				

Medicines must be in the original container as dispensed by the pharmacy.