

Howden le Wear Primary School



Medication in School Policy

Date: January 2017

To be reviewed: January 2019

Introduction:

At Howden le Wear Primary School we recognise the importance of regular attendance at school. We also acknowledge that from time to time every child may become ill and may require some time away from school in order to fully recover. In general, where a child requires treatment or medication they should remain at home until the course of treatment is complete.

However, there are some exceptions:

- When a child has almost fully recovered and simply needs to complete a course of medication (for example antibiotics) for a day or so.
- Where a child has asthma (or any other occasional ailment) which may require the use of an inhaler.

The Legal Position:

There is no legal duty on a non-medical member of staff to administer medicines or to supervise children self administering medication. This is purely a voluntary role undertaken at Howden le Wear Primary School by support staff who have current Paediatric First Aid or First Aid at Work Certificates.

Non Prescriptive Medicines:

The school will not administer non prescribed medicines to a child or supervise self administration. This includes cough medicine, cough sweets, calpol or paracetamol.

Prescribed Medicines:

At Howden le Wear Primary School only prescription medication will be administered and staff should be particularly cautious agreeing to administer medicines where:

- The timing is critical to the health of the child
- Where there are potentially serious consequences if medication or treatment is missed
- Or where a degree of technical or medical knowledge is required.

School support staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and /or training specific to the child's medical needs. Under no circumstance must any medication be administered without written consent from the parent/guardian being received on the 'Request To Administer Medication Consent Form' (see appendix 1).

Safety Checklist:

Support Staff should consider the following checklist prior to consenting to administer medication:

- Is any specific training required to administer the medication?

- Is any necessary protective clothing or equipment necessary and available?
- Has the parent/guardian completed all of the Request To Administer Medication Consent Form? Has a copy being filed?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information for the G.P. and parent/guardian clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- What is the appropriate storage of the medication? (place and temperature)
- What are the procedures for transfer of medication prior to and after school?
- Does the medication have side effects and can it cause reactions or harm to those administering it?

Instruction and Training:

Specific instruction and training should be given to staff before they are approached to assist with the administration of medicines. All staff should hold a current Paediatric First Aid Certificate or First Aid at Work Certificate. They should also receive additional training for the administration of specific medication for example inhalers and epi-pens. They should receive this training from suitably qualified professionals.

Record Keeping:

The following information must be completed by the parent/guardian:

- Name of child
- Date of birth
- Name of parent/guardian, contact address and telephone number
- Name, address and telephone number of G.P.
- Name of medicine
- Details of prescribed dosage required
- Date and time of last dosage given
- Expiry date of the medicine
- Storage details of the medicine
- Possible side effects
- Procedures to take in an emergency
- Procedures for transfer of medication between home and school
- Signed consent given by the parent/guardian to administer the medicine and the date.

The 'Request To Administer Medication Consent Form' provides all of the above information. This form will be copied and the copy will be retained in a central file as a record for future reference. The original form will be kept with the medicine.

A Medicine Record will be kept detailing the actual administration of all medication which will include the date, time, name of child, medication and dosage administered and signature of the administrator of the medication.

Safe Storage and Disposal of Medicines:

Medicine should be administered from the original container or by a monitored dosage system such as a blister pack. The member of staff should check the consent form for requirements, administer the dosage and complete the Medicine Record.

When medicines are used staff need to ensure that they fully understand how each medicine or drug should be stored. They should be stored in their original container, be properly labelled, and kept in a secure place out of the reach of children. Specific arrangements may be required for medication which requires refrigeration. These should be clearly labelled and kept separate from any foodstuffs.

Medicine should only be kept while the child is in attendance at school.

Any unused or out dated medication should be returned to the parent/guardian for safe disposal at a pharmacy.

Where needles are used, a sharps container and adequate arrangements for collection and incineration should be in place. Such arrangements are necessary for any equipment used which may be contaminated with body fluids such as blood etc.

Should the administration of controlled drugs be required a system which fully accounts for all received drugs, their dispensing, quantities held and return of drugs will be kept to ensure full accountability of the controlled substance. Measures for safe and secure storage will also be deployed.

Self Management Of Medication:

Children with ongoing medical needs for example asthma and diabetes will be encouraged to take responsibility for their own health. Inhalers and spacers should be kept in the child's classroom for immediate effective use when required by the child or when prescribed to do so. All inhalers must be labelled with the child's name and a Consent form kept with it. Expiry dates will be regularly checked by a Paediatric First Aider and any out of date or defective equipment will be returned to the parent/guardian for replacement. The medication and inhalers must be taken to all physical education lessons, swimming and all out of school visits.

Staff requiring additional training for asthma, allergic reactions, diabetes or any other condition or illness should inform the Head

Teacher in order for training or information to be delivered by a suitably qualified professional.

Accidental Failure Of The Agreed Procedures:

Should a member of staff fail to administer any medication as required they will inform the parent/guardian as soon as possible. When a child refuses the medication the parent/guardian will be informed as soon as possible.

Children With Infectious Diseases:

Children with infectious diseases will not be permitted to attend school until deemed safe by their G.P. and following the guidelines produced by the health protection Agency.

Policy approved by the Governing Body: January 2017

Date for review: January 2019

Appendix 1: