

Maidwell Primary School

Draughton Road
Maidwell
Northamptonshire
NN6 9JF

Administering Medication Policy

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| History | Details |
| November 2017 | New Policy |

The Governing Body of Maidwell Primary School have formally adopted this policy. The Headteacher and the Governing Body will review it every two years from the date below.

Last Review

November 2017

Next Review

November 2019

GB Approval
Date

28.11.17

Signature
Chair of Governors

Administering Medication Policy

1. Scope of Policy

This Policy includes the Early Years Foundation Stage, pupils in Key Stage 1 and 2, Breakfast Club and After School Clubs

2. Statement of Intent

The staff and governors of Maidwell Primary School believe that we should provide a caring, positive, safe and stimulating environment, which promotes the intellectual, social, physical, and moral development of the individual child.

3. Policy Statement

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance. Parents should not send a child to school who is not well enough to fully participate in the school day, or if they have an illness that has the potential to be passed on to other staff and children.

4. Non Prescription Medicines

The school will not administer any non-prescribed medicine to a child.

5. Prescription Medicines

The school will only administer medication for life threatening allergic reactions or conditions such as asthma, epilepsy, cystic fibrosis etc. The school may also administer medication for long-term chronic conditions such as severe eczema.

Children who are receiving short term medication (such as antibiotics) should remain at home until the course is finished. If, in a particular case, a child is considered by the GP to be fit for return to school, but still needs to complete a course of drugs, the timing of dosages can usually be adjusted so that no lunchtime dose is necessary.

Wherever possible medication should be administered outside of the school environment as outlined above; however where this is not possible, and medications are prescribed more than three times daily and therefore the timing of the dose falls within the school day, the parent may administer the lunchtime dosage by coming in to school. In this instance details of the medication should be recorded and held on file.

It is the parents' responsibility to tell the school about a pupil's medical condition and how it may affect him/her. Parents are also responsible for informing the school of changes in a pupil's medical condition, including the need for changes to medication.

It is the parents' responsibility to tell the school when a child has received medication prior to them coming to school (to avoid overdose and to be able to inform other medical professionals should the need arise).

With the exception of Epipens, and insulin, the school cannot administer or manage any Intra-venous or Intra-muscular medication.

Where a child has a life threatening condition/long-term chronic condition, the parents will be required to complete a medical disclaimer & health plan form. The form requires parents to confirm:

- diagnosis of condition
- medication prescribed
- dosage
- how administered, eg: is a spacer needed for asthmatic medication or in the case of tablets do they need to be crushed
- time of dosage
- source or cause of allergy, asthma or medical condition
- symptoms
- what foods or activities should be avoided
- allergies
- contra-indications check

The consent form also confirms that parents understand:

- all staff are acting voluntarily in administering medication
- the school is not responsible for the loss of, or damage to, any medication
- the school and its employees cannot be held liable for any missed medication

In the case of an anaphylactic allergy the school also requires a copy of the protocol issued by the consultant stating the cause of the allergy and the procedure to be followed in the event of an attack.

6. Staff Administration

In the case of a life threatening/chronic long-term condition only staff who are willing to undertake the administration of medication can be required to do so. Staff will be trained in the safe administration of medication. Where there are specific needs the staff will have specific training in the preparation and administration of this medication. This will be done in partnership with the parents of individual children where necessary and in accordance with the child's health plan.

Where routine oral medication is to be administered the staff member must follow the following process known as the 5 point process. Check the medication label for:

1. Child's name
2. Dose

3. Time
4. Expiry date
5. Check the child's health plan for allergies

The medication will then be prepared for the correct dose and be checked by a second staff member before being administered to the child. The staff member must ensure that the child swallows the medication.

If a child spits out the medication or some is spilt in the process of administration the child should not be given any more medication. It should be recorded and the parents informed. Where it is apparent that the child is having difficulty taking the medication the school may decide to cease their administration responsibility. Alternative means of administration will be discussed with parents in these cases.

7. Administration on school trips, residential visits

Where there are children with specific health needs the school will make any reasonable adjustments to ensure that all pupils have the opportunity to enjoy and benefit from such trips. On these occasions staff may consider it necessary to act on behalf of the parent and administer simple analgesics or antihistamines without prescription. Prior to any residential visit each parent will be required to complete a health information form and a consent form to enable teaching staff to act on their behalf in these situations. Medication will only be administered when deemed necessary and each situation would be assessed on a case by case basis.

8. Self-Management

For reasons of safety the school does not allow the children to carry their own medication. Staff, and the children who require medication, know where it is held and can access it without delay. In exceptional circumstances the Head will review self-management of medication on a case by case basis.

9. Disposal of Medicine

Out of date or surplus medicine will be returned direct to parents for safe disposal.

10. Record Keeping

Medical information is confidential. However, it is the Head's responsibility to decide the limits of confidentiality in order to ensure that the health, safety and well-being of all participants is not compromised. Therefore medical information sheets are available for staff to view in the Staff Room and in the School Office. A log sheet is housed in the Office and records the date, time, type of medication, and dosage administered.

11. General

There is no legal duty which requires school staff to administer medication; this is a voluntary role. However in an emergency situation, teaching staff are to be reminded of their in "loco parentis" duty of care to act in the best interest of the

child, both in the school and if taking part in off-site activities. Parents will be informed immediately, or as soon as possible and within 24 hours, when medication has been administered.

While every effort will be made to ensure pupils with medical conditions can attend school, it is the Head's decision whether or not medication can be administered safely in school. The Head must be satisfied about the suitability of staff, even after training, materials, equipment and the work environment before agreeing to administer medicine.

12. Asthma Policy

12.1 Policy Statement

Maidwell Primary School recognises that asthma is a widespread, serious but controllable condition affecting many children. The school welcomes all children with the condition. Maidwell Primary School encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by all staff.

12.2 Procedures

Maidwell Primary School recognises asthma is a condition that affects many children.

- We will encourage and help children with asthma to participate fully in activities
- Ensure children have immediate access to reliever inhalers
- Ensure the environment is favourable to children with asthma
- Ensure that all staff know what to do if a child has an asthma attack to protect the child's welfare in the event of an emergency. First Aiders would administer asthma aid as per their training. All staff are fully aware of First Aiders.
- Work with parents of children with asthma to ensure that their children are in a safe and caring environment
- Parents/carers are asked to ensure the school is provided with two labelled reliever inhalers. (In case child's own inhaler runs out, or it is faulty). Inhalers will be kept in an unlocked box in the school office easily accessible for all adults but out of reach of children
- Parents will be requested to fill out an emergency health plan for their child
- Parents will be asked to explain their child's asthma symptoms and how to recognise them. What can trigger them? How we can help their child take their reliever medicine and to provide emergency contact details.
- All parents will be required to sign a medicine administration form. This must include dosage agreed by doctor.
- All information will be recorded on child's personal record
- If Medication is administered this will be recorded and parents informed the same day.

- We ask for parents help in advising us if any medication has been administered before the school session begins.
- All medicines held by the school will be checked regularly to ensure they have not passed their expiry date
- Children who arrive without their asthma medication will not be allowed to stay on the site.

I3 Specialist Medication

In the event of a child requiring specialist medication (eg: EpiPen) staff training and updated training would be arranged.

I4 Further guidance

www.asthma.org.uk

Maidwell Primary School

MEDICINES PERMISSION FORM

PRESCRIBED MEDICINES ONLY



| | |
|--|---|
| | My child received the medication detailed below BEFORE school today |
| | Whilst in the school, I have administered the medication detailed below to my child |

(Tick as applicable)

| | |
|------------|--|
| Pupil Name | |
|------------|--|

| | |
|--|--|
| Name of PRESCRIPTION medicine | |
| Time the medicine should be administered | |
| How much medicine should be given | |
| How the medicine should be administered | |

I confirm that the chemist's label clearly states my child's name on the prescription medicine

Signed

Print Name

Date