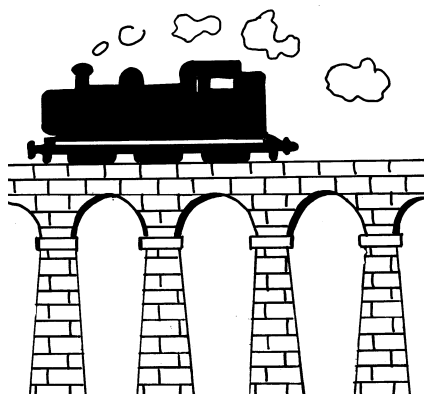


# Chappel C of E (VC) Primary School



On track for success

Name of Policy	Administration of Medicines Policy
Author	Julie Ingram
Discussed with staff	June 2018
Agreed by Governors	July 2018
Review Date	June 2022
	Summer Term 2023

## **Administration of Medicines Policy**

### **Introduction**

Parents have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school. Parents should also provide all necessary information about their child's medical needs to the school.

DfE April 2014 – Supporting Pupils at School with Medical Conditions,  
Key points are:

- Pupils at school with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education.
- Governing Bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing Bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

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

Parents are responsible for providing the Headteacher with comprehensive information regarding the pupil's condition and medication. 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.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

**This policy may be superseded by a child's EHC plan or Individual Care Plan, or may be used in conjunction with them.**

### **Staff Duties**

#### **Process for the Administration of Medicines in School – short term medical needs**

Medicines should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health, or would greatly impact on a child's school attendance, if the medicine were not taken during the school day).

The school will only accept:

- Medicines prescribed by a medical practitioner
- Medicines that are in date
- Medicines that need to be administered in excess of 3 times per day, unless advised by GP.
- Medicines in their original container, as dispensed by a pharmacist
- Containers with labelling identifying the child by name and with original instructions for administration, dosage and storage.

**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 medicine cabinet.

The administering of medications is documented on a signed administering of medicines form (Appendix A)

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.

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 prescription dosages on 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 Headteacher, will ensure that an Individual Medication Plan is drawn up, in conjunction with the appropriate health professionals. (Appendix B)

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision.

The school will make every effort to continue the administration of medication to a pupil whilst on visits 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 visit if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedures to be followed in the event of an emergency.

Please be advised that if your child requires long term medication then you will need to inform the school as soon as possible and you will be required to provide a letter from your GP to confirm this. If your child requires medication two times daily this should be administered at home morning and night.

If your child requires medication 4 times per 24 hours then it is vital that you inform the school of the time your child would require medication. Also informing the school of the time you last gave the medication on the medicine consent form. It is also important to remind you that you should inform the school if you have given your child any medication before arrival to school on Health & Safety grounds.

### **Antibiotics Medicines**

Will only be administered after your child has been at home for the first 24 hours. Please be advised that medicine that has been prescribed for use two or three times a day should be given at home unless the family practitioner has prescribed particular times for it to be administered.

### **Piriton/ Chlorphenamine Syrup**

Will only be administered after we receive a letter from your family practitioner (GP), hospital, clinic or nurse once medication has been prescribed the school will administer following instructions. Be advised that medication will not be given to your child after a month period. You will need to return to your GP and fill in a new medication sheet.

### **Asthmatic Inhaler.**

Will be given to your child as directed by information given by yourselves and medication instructions. Be advised that if you have more than one child in your family for example siblings or twins each child will need their own separate spacer and medication device and these need to be clearly labelled.

We understand the need for children with asthma to have access to their inhalers at all times. If a child needs his/her inhaler at any other time then this will be arranged. The adults in the school will always be able to locate it promptly if necessary. Children are expected to have an inhaler that is kept in the classroom.

### **Calpol, Medicinal Paracetamol, Oral Suspensions**

Please be advised that Calpol or any Paracetamol oral suspensions will only be administered by staff after the child has been at home for 24 hours. Please be reminded that Calpol or Paediatric Paracetamol suspensions will only be given for the illness for which it was originally prescribed. This will be confirmed by the issue date on the packaging medicine bottle.

Whilst we are aware that Calpol, Paediatric Paracetamol Oral Suspensions have a long shelf life the school will not administer this medication if it is over two weeks of the prescribed date of your child's sickness and you would need to consult your GP.

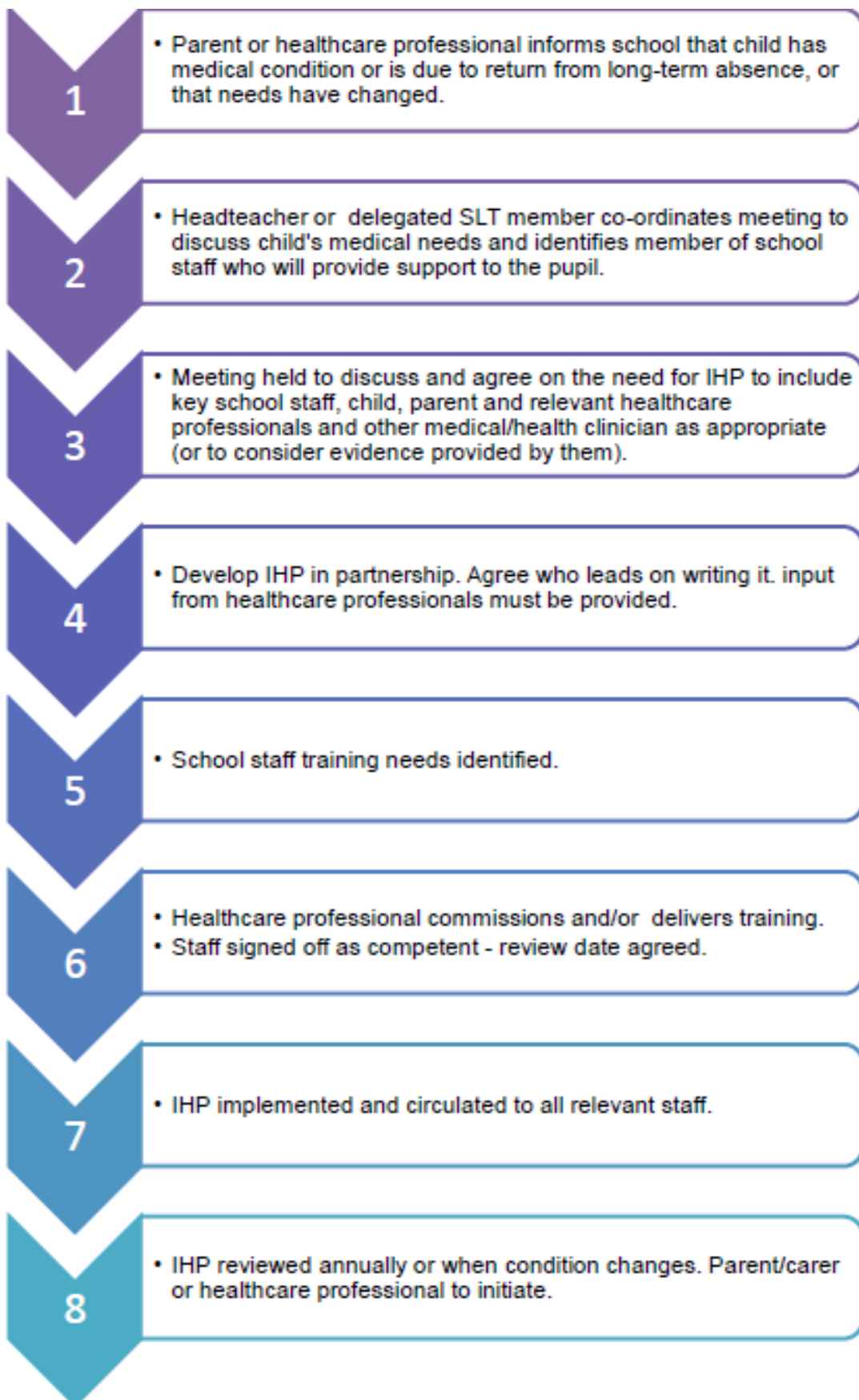
### **Cough Medicine**

We are only able to give cough medicines that have been prescribed by your GP and again the school will not give medication if it is over two weeks of the prescribed date of your child's sickness.

### **Epi Pens**

Can only be administered by a trained member of staff. The school will store Epi pens centrally and all staff will be made aware of children who are in possession of one.

## Supporting children with medical conditions



## Parental agreement for Chappel C of E (VC) Primary School to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school	Chappel C of E (VC) Primary School
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

### Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

### Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	School Administrator Mrs L Bull

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

## Individual Healthcare Plan

Name of school

Chappel C of E (VC) Primary School

Child's name

Class/Year group

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

### **Family Contact Information**

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

### **Clinic/Hospital Contact**

Name

Phone no.

### **G.P.**

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits etc

Other information

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

Who is responsible in an emergency (*state if different for off-site activities*)



Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

## Record of medicine administered to an individual child

Name of school	Chappel C of E (VC) Primary School
Name of child	
Date medicine provided by parent	
Class/Year group	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

**Record of medicine administered to an individual child (Continued)**

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

### Staff training record – administration of medicines

Name of school	Chappel C of E (VC) Primary School
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [date].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date

## Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

### DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely