

Compassion – Courage – Hope – Integrity – Justice
Respect – Responsibility - Wisdom



Herne Bay Junior School

Administering Medicines in School

Policy Agreed: Sept 2017

Review Date: Sept 2019

Policy and Procedures for Administering Medicines in School

There is no legal duty that requires the school to administer medicines. However this school would like to help parents and pupils whenever it can. As a result this policy will cover the following.

- Procedures for managing prescription medicine which need to be taken during the school day.
- A clear statement on the roles and responsibility of staff managing the administration of medicines
- A clear statement on parental responsibilities in respect of their child's medical needs
- A need for prior written agreement from parents for any medicines to be given to a child.
- The circumstances in which children may take any non prescription medicines
- The policy on assisting children with long term or complex medical needs
- Policy on children taking and carrying their medicine themselves
- Staff training in dealing with medical needs
- Record keeping
- Safe storage of medicines
- Risk Assessment and Management procedures

Prescribed Medicines

Medicines will only be taken to school when essential; that is where it would be detrimental to a child's health, if the medicine were not administered during the school day. School will only accept medicines that have been prescribed by a doctor, nurse, dentist or pharmacist prescriber. The medicines will be provided in the original container as dispensed by a pharmacist and include the prescriber's instruction for administration. Where appropriate medicines should be prescribed in dose frequencies which enable them to be taken outside of the school hours. It should therefore be only necessary for one dose to be administered in school.

Non prescription medicines

Non prescription medicines will not be administered to a child unless there is specific written permission from the parents. A child will never be given aspirin or medicines containing Ibuprofen or Codeine unless prescribed by a doctor.

Long term medical needs

The school must receive sufficient information about the medical condition of any child with long term medical needs. It may be necessary to develop a health care plan for children with long term medical needs, involving the parents and relevant health professionals. This plan should include

- Details of the child's condition
- Special requirements e.g. dietary needs
- Side effects of the medicines
- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- The role the staff can play

Administering Medicines

No medicine will be administered without parental consent. The person responsible for giving medicines will check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container

If the person responsible has any concerns relating to administering medicine to a particular child, the issue must be discussed with the parent. Written records must be kept for each time medicines are given. Parents will be obliged to complete an agreement (See Form 3B) and a record of medicine administered will be kept at the school (See Form 6)

School keeps a supply of calpol for emergencies when parents/carers are unable to come in to school. Mrs Botzet will contact parents/carers and take a verbal consent which is logged down for reference. Mrs Botzet then texts the parent/carer with the dose and time in which it was administered.

Self Management

Older children should be encouraged to participate in decisions about their medicine and to take their responsibility. If children can take their medicine themselves, staff may only need to supervise. No medicine will be carried by the child with the exception of inhalers which are needed immediately

Refusing medicines

If a child refused to take medicine, staff should not force them to do so but should note this in the records and follow agreed procedures. Procedures are to inform parents immediately.

Record Keeping

The person responsible for administering the medicine will check the written details include

- Name of child
- Name of medicine
- Dose
- Method of administration

- Time/frequency of administration
- Side effects
- Expiry date

Educational Visits

No medicines will be taken on educational visits.

Sporting Activities

Any restrictions on a child's ability to participate in P.E. will be recorded in a child's individual health care plan.

Dealing with medicines safely

Medicine will be stored strictly in accordance with proper instructions and in the original container in which dispensed. The person responsible for administering the medicine will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. The medicines will be kept safe in a lockable store. Emergency medicines such as asthma inhalers and adrenaline pens should be readily available for children and will not be locked away. Children will be encouraged to carry their own inhalers. Medicines that need to be refrigerated will be kept in an air tight container and clearly labelled and placed in the staffroom fridge.

Staff will not dispose of any medicines. Parents are responsible for ensuring the date of expired medicines are returned to a pharmacy for safe disposal. Staff administering medicines have access to disposable gloves.



Herne Bay Junior School Health Care Plan

Drawing up a Health Care Plan

Purpose of the Health Care Plan.

The main purpose of a health care plan for a child with medical needs is to identify the level of support that is needed. A short written agreement will be required from parents (See attached form)

Staff will agree with parents how often they should jointly review the health care plan. Normally this would occur once a year, however, much depends of the nature of the child's particular needs.

Contributors to the health care plan will include:

- The Headteacher and the Assistant Headteacher
- The parent or carer
- Child (if appropriate)
- Teaching assistant (if applicable)
- Staff who are trained to administer the medicines
- Staff who are trained in emergency procedures.

The person responsible for co-ordinating the health care plan will be the special needs co-ordinator responsible for health in the school. Health Care Plan (See attached form) will be completed.

Staff training

Staff will not give medicines without appropriate training from health professionals.

Confidentiality

The head and staff will always treat medical information confidentially. The special needs co-ordinator the head and deputies, together with the person responsible for administering medicines, may have access to records and other information about a child's health.

Pupils with medical needs but not requiring a health care plan

The senco will compile a list of all those pupils requiring minor medical needs. For example, infrequent asthmatics, allergies, eczema. This list will be distributed to staff and a copy retained in the office.

Emergency procedures and first aid

At least half the staff in the school will have received training for emergency first aid to the level of 'appointed persons'.

The person responsible for first aid in the school will have received additional four day training leading to the qualification "First Aider at Work." Furthermore a teacher will also have this qualification. No less than half the teaching staff will have an 'Appointed Persons' qualification at any one time.

Injuries to the head should be examined carefully and a parent informed. A 'head bump' letter should be sent home with the child.

All injuries will be recorded and parents informed by telephone if necessary.

All staff will be aware of emergency procedures. Children should be told what to do in the event of an emergency. Staff should not hesitate to call an ambulance. The first aiders at work and the head or deputy should be informed immediately in the event of an emergency.

Parents should be informed immediately. In the event of a parent being unavailable, a member of staff should accompany the child to hospital.

Staff should never take a child to hospital in their own car.

Procedures will follow '**Guidance on First Aid for Schools' DFES attached**

Contacting emergency services (See attached form)

The person responsible for administering medicines and conducting first aid has the following job description:

- To meet the requirements of the school Health Care Policy.
- To compile details of children with medical needs, with the assistance of the Assistant Headteacher
- To administer medicines in line with procedures set out in the Health Care policy.
- To undertake first aid duties at morning break and lunchtimes.
- To maintain training levels to 'First Aider at Work' level (Four day course.)
- Responsible to the Assistant Headteacher and Headteacher.

HEALTH CARE PLAN

Name of school

Child's name

Class

Date of birth

Childs address

Medical diagnosis
Or condition

Date

Review date

FAMILY CONTACT INFORMATION

Name

Phone no. (Home)

Phone no. (Work)

Phone no. (Mobile)

CLINIC/HOSPITAL CONTACT

Name

Phone Number

G.P.

Name

Phone Number

Describe medical needs and give details of child's symptoms

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

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Follow up care

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Who is responsible in an emergency

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Form copied to

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HERNE BAY JUNIOR SCHOOL

PARENTAL AGREEMENT FOR SCHOOL/SETTING TO ADMINISTER MEDICINE

The school will not give your child medicine unless you complete and sign this form. All medicines must be in the original container as dispensed by a pharmacist and include the prescriber's instruction for administration. The school has a policy that staff can administer medicine during either morning or lunch break only. Any medication not collected 2 weeks after final dosage will be disposed of by the school.

DATE

CHILDS NAME

GROUP/CLASS

CONDITION OF ILLNESS

NAME AND
STRENGTH
OF MEDICINE

HOW MANY DAYS?

HOW MUCH TO
GIVE (i.e. Dosage)

WHEN TO BE GIVEN

ANY OTHER INSTRUCTIONS

NUMBER OF TABLETS TO
BE GIVEN

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I am responsible for the expiry date of all medication held by the school and will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped before the required date.

PARENT SIGNATURE

PRINT NAME

DATE

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