



ADMINISTRATION OF MEDICINES POLICY

This is a whole-school policy, within the framework of which the Junior School and Infant School, plus EYFS, and the Nursery policies operate as appropriate.

General

1. The Board of Governors recognises that many pupils will at some time need to take medication at school. While parents retain responsibility for their child's medication, the School has a duty of care to the pupils while at School, and the governing body wishes to do all that is reasonably practicable to safeguard and promote children's welfare in line with the Children Act 2004. The School also takes note of the guidance given in *Managing Medicines in Schools and Early Years Settings 2005*.

Responsibilities

2. The School takes responsibility for the administration of medicines during school time in accordance with the Government's policies and guidelines.
3. The Head will implement this policy and report as required to the Board of Governors.
4. Medication will normally be administered, by appropriately trained staff.
5. All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. The Board of Governors does not require staff to administer medication. (*q.v.* School policy *Supporting Pupils with Medical Needs*). However, some specified staff (e.g. PE and games staff, or staff taking educational visits) who volunteer their services, will be given suitable training to administer first aid and/or medication to pupils.

Staff Indemnity

6. The School fully indemnifies all staff against claims for any alleged negligence, providing they are acting reasonably and within their conditions of service and following Governing Body guidelines. The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made.

Guidelines

Records

7. On admission of the pupil to the School, all parents will be required to provide information giving full details of:
 - medical conditions
 - allergies
 - regular medication
 - emergency contact numbers
 - name of family doctor/consultants
 - special requirements (e.g. dietary)



8. Parents are responsible for updating the School with any changes to their child's health.

Administration of the Medication

9. The School expects that normally parents will administer medication to their children. Any requests for medicine to be administered must come from a parent in writing on the School's *Administration of Medicines form (Appendix 1)*, and each request will be considered on an individual basis.

The Form will include:

- name of parent and contact number
 - name of child and class
 - name of medicine
 - how much to give
 - how it is to be administered
10. A separate form must be completed for each medicine to be administered.
 11. The person authorised by the Head will decide whether any medication will be administered in School, and by whom. In appropriate cases, parents, in consultation with the member of staff designated responsibility for such issues, and in some cases the Local School Nursing Team, (and anyone else the Head deems necessary) will draw up a healthcare plan.
 12. The medication must be in a container as prescribed by the doctor and dispensed by a chemist with the child's name and instructions for administration printed clearly on the label.
 13. The School will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents.
 14. If the pupil is required and able to administer his/her own medicine (e.g. inhaler for asthma) the member of staff designated responsibility for such issues will check that the pupil fully understands what has to be done, and will supervise the first administration.
 15. Medication will be kept under the control of the member of staff delegated/designated responsibility for such issues unless other arrangements are made with the parent.

The administration of medication will only be done in School at the following times:

- immediately before school
- breaks and lunchtime
- exceptionally, immediately after the end of the school day
- in emergency, as condition dictates



16. The School will not allow in any circumstances the administration of non-prescription medicines in School, other than at the discretion of member of staff designated responsibility for such issues. This includes painkillers.
17. It is the responsibility of the parent/guardian to inform the school if the child has any allergies/sensitivities to medicine. This information can then be added to the patient's record for reference.

Long-term Medical Needs

18. The Board of Governors and Head will do all they reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the parents, and in most cases the family doctor. The governing body also reserves the right to discuss the matter with a School medical adviser.

Records:

19. The School form *Administration of Medication Record* must be completed in every instance.

The form will record:

- name of the pupil
 - date and time of the administration
 - who supervised the administration
 - which medication
 - how much was given
 - a note of any side-effects where appropriate
19. The member of staff delegated/designated responsibility for such issues will ensure that the medical record form is filled in.

Training

20. The governing body is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

Monitoring and Review

21. The Headmaster will be responsible for monitoring the implementation of the policy, and reporting to the Board of Governors, through the means of the Health and Safety Report submitted prior to each meeting of the Board.



Reviewed by Constitution Committee 14 June 2012

Approved by Board of Governors: 02 July 2012

Updated by Miss Louise Newton July 2016

Approved by Dr Zuber Bux [Governor] August 2016

Appendix 1

Administration of Medication Consent Form

Please only complete this form in the case of your child requiring prescription medication to be administered during school hours, where it is not possible for the child to receive their medication in the morning, immediately after school and before bedtime (i.e. if they require 4 doses per day, for example).

Medicines must be provided in an original container (as dispensed by the pharmacist) and include the prescriber's instructions for administration. School cannot accept medications that have been decanted into alternative containers. A pharmacist will usually split a prescription for this purpose if asked.

Name: _____ Form: _____

Has been diagnosed as suffering from:

He/she is considered fit for school but requires the following prescription medication to be administered during school hours:

Could you please administer _____(dosage) at _____(time)

Duration of medication: _____ days or ongoing

If antibiotics is this the first dose? Yes / No (please delete as appropriate)

Please note that the first dose of a course of antibiotics must be given by a parent or guardian in case of allergic reaction.

The above information is accurate to the best of my knowledge at the time of writing, and I give consent to the school to administer the medication in accordance with the school policy. I will inform the school in writing of any changes to the above information and agree to indemnify the school against any loss or claim made against it arising out of the implementation of this consent.

Signed: _____(Parent/Guardian) Print Name: _____

Contact Telephone No: _____ Date: _____