

A Place to Flourish
“I have come that they may have life, and have it to the full” (John 10:10)



Management and Administration of Medication in School Policy

Date of review/adoption	Summer 2024
Date of next review	Summer 2026
Notes	

Signed ... *... Chair of Governors

Date ...20.05.24...

**Electronically signed and approved at Full Governing Board Meeting held on 25.03.24*

BLUNDESTON CEVC PRIMARY SCHOOL MANAGEMENT AND ADMINISTRATION OF MEDICATION IN SCHOOL POLICY

1. Introduction

This policy has been written in conjunction with Section 100 of The Children and Families Act 2014 and the Supporting pupils at school with medical conditions statutory guidance, DfE, December 2015.

The administration of medicines to children is the responsibility of parents, and there is no legal or contractual duty on Headteachers or school staff to administer medicines or supervise a pupil taking it. However, the school will take into account the needs of pupils with medical conditions. Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

2. When administration of medication may be required

There are two main sets of circumstances in which requests could be made to school staff to deal with the administration of prescribed medicines to children at school:

- a) Cases of chronic illness or long-term complaints, such as asthma, diabetes or epilepsy etc. These children will have individual health care plans which will be drawn up in conjunction with parents, the school and relevant healthcare professionals.
- b) Cases where pupils recovering from short-term illness are well enough to return to school, but are receiving a course of prescribed medication (such as antibiotics) which has to be taken during and throughout the day. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

In addition, school staff may find it necessary in an emergency to take action which, in exceptional circumstances, might extend to administering medicine.

3. A named person to take responsibility

Where medicines are to be administered for those children with chronic illnesses, the Headteacher will ensure that a named person is responsible for the medicines, together with a nominated deputy. These members of staff should be suitably trained to undertake the responsibility.

4. Parental responsibility

It is desirable that parents administer or supervise the self-administration of medicine to their children where practical. This can be done by the child going home during the lunch break or by the parent visiting the school.

5. Prescribed medicines

The school will only accept medicines that are prescribed, in-date and labelled. They must be provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

Prescribed medicines must be handed over by the parent/carer to a member of staff and not brought into school by the child. The receiving member of staff will check the intelligibility of the instructions and ensure that the parent/carer completes the correct parental agreement for the staff to administer medicines (see Appendix A).

Medication prescribed for pain relief should never be administered without first checking maximum dosages and when the previous dose was taken.

6. Storing medicines

All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises, e.g. on school trips.

7. Disposal of medicines

When no longer required, or out-of-date, medicines should be returned to the parent to arrange for safe disposal.

8. Disposal of sharps and the use of sharps boxes

Sharps boxes should always be used for the disposal of needles and other sharps.

To ensure the safe disposal of sharps, we will follow the following procedure:

- Ensure that any sharps are disposed of quickly and safely - an item must not be discarded in a manner so as to cause injury to others.
- The user of the sharp object is responsible for disposal of it themselves and must not hand it to anybody else for disposal.
- It should not be passed from hand to hand.
- The individual should wear gloves.
- Sharps are to be held in the centre of shaft to prevent injury.
- The sharps box should be taken to the needle and not vice-versa.
- Used syringes/needles must not be re-sheathed by hand before disposal.
- All sharps must go directly into a sharps box. Wherever appropriate, a sharps box must be provided.
- Report any needlestick injury as soon as possible and seek medical attention.
- Sharps should be discarded straight into a sharps box which complies with British Standard 7230.
- The boxes should be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'.
- They must be kept off the floor and out of the reach of children.
- At Blundeston, the sharps disposal box will be kept in a locked cupboard in the first aid room.

- Sharps boxes must not be filled above the designated fill line on the outside of the box.
- Once filled, boxes must be sealed immediately and removed by a clinical waste contractor or a specialist collection service.
- Sharps boxes used for ongoing medical conditions in individual children will be sealed and collected for disposal by the parent/carer.

9. Controlled drugs

A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary.

The school will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held.

School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted in school.

10. Non-prescribed medicines

The school will not administer any medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber, unless it is done as part of an Individual Healthcare Plan (IHP).

Staff will not administer medicine containing paracetamol, ibuprofen or aspirin (including Calpol) unless prescribed by a doctor. These medicines must not be brought to school by pupils.

Sun cream should be applied prior to pupils' arrival at school. It should not be brought to school.

11. The position for school staff

Some children require treatment which school staff may feel reluctant to provide, for example, the administration of rectal valium, assistance with catheters, or the use of equipment for children with tracheotomies or gastrostomies. The number of such cases will be very small, and early identification and careful planning by the relevant Health Authority and the collaboration in the formulation of an Individual Healthcare Plan should result in a programme to meet the needs and circumstances of each case.

There is no legal requirement for Headteachers and staff to undertake these responsibilities, other than in the case of support staff employed specifically to help such children where the terms of their contract of employment identify the need to assist with medication. Only those who are both willing and appropriately trained should administer such treatment. Administration must be in accordance with instructions issued by a

doctor. Training in invasive procedures must be conducted by personnel with appropriate medical qualifications. The school nurse may provide advice on nursing matters.

For the protection of both staff and children, a second member of staff should be present while the more intimate procedures are being followed, and appropriate personal protection (e.g. disposable gloves) must be worn.

12. Allergic reactions

Pupils who may experience an extreme allergic reaction (anaphylaxis), triggered by food stuffs or wasp stings, for example, will require an Individual Healthcare Plan. This will include immediate contact with the emergency services and/or local medical practice and the administration of drugs as set out in the IHP.

13. School trips and sporting activities

The Governing Board will actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and will not prevent them from doing so.

Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments in place. The school will make arrangements for the inclusion of pupils in such activities, making any reasonable adjustments as required, unless evidence from a clinician such as a GP states that this is not possible.

Appendix A - Request for Blundeston CEVCP School to administer medication

You will need to complete and sign this form in order that the school can administer **prescribed medicine** to your child. The Headteacher must agree that school staff can administer the medication.

DETAILS OF PUPIL

Surname:.....Forename:.....

Address:.....

..... Male/Female.....

Date of Birth:.....Class:.....

Condition or illness:.....

MEDICATION

Name/Type of medication (as described on the container)

For how long will your child take this medication?.....

Date dispensed:.....

Full directions for use:

Dosage and method:.....

Timing:.....Special Precautions:.....

Side effects:.....

Self administration:.....

Procedures to take in an emergency:.....

CONTACT DETAILS

Name:.....Daytime telephone no.....

Relationship to pupil:.....

Address:.....

I understand that I must deliver the prescribed medicine personally to the school office and accept that this is a service which the school is not obliged to undertake.

Date:.....Signature.....

Relationship to pupil:.....

LEGAL DISCLAIMER

I understand that neither the Headteacher nor anyone acting on their authority, nor the Governing Board or Suffolk County Council, will be liable for any illness or injury to the child arising from the administering of the prescribed medication or drug unless caused by the negligence of the Headteacher, the person acting on their authority, the Governing Board or Suffolk County Council.

Signature..... Date.....

THE SCHOOL IS UNABLE TO ADMINISTER UNPRESCRIBED MEDICATION.