

Administration and Management of Medicine in School

Hawthorn Primary School



INDIVIDUALLY WE MATTER, TOGETHER WE SHINE

Approved by: Governing Board

Pupil progress and welfare committee

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ARTICLE 24 (health and health services)

Every child has the right to the best possible health. Government must provide good quality health care...

1. Policy Statement

We, as a school, recognise that there are times when it may be necessary for a pupil to take medication during the school day for diagnosed conditions including asthma. We would ask parents to ask their doctor wherever possible, to prescribe medicine which can be taken outside the school day. Occasional medicine/antibiotics will not normally be administered in school.

Should a child need to take medication during the school day, parents are welcome to come into school and administer the medicine. However, if this is not possible the administration of prescribed medicine can be arranged with a senior member of staff. Parents will be asked to sign a Medication Consent Form detailing name and strength of medication, the dose and time to be given and instructions for administration. Please note if a dose is missed due to unforeseen circumstances we cannot take responsibility.

Many children are affected by asthma and we encourage and help those children to participate fully in all aspects of school life, giving them immediate access to their inhalers whenever necessary. We are prepared to take responsibility for these occasions in accordance with the guidelines laid down in this Policy. We ensure that inhalers are not stored where there is excessive heat or cold. Should a child with special medical needs be admitted to school, we will work in partnership with the parent to set up an agreed protocol with the school nurse team which is to be followed by all adults concerned. Any resulting training needs will be managed by the school.

2. On Admission to School

All parents/carers will be asked to complete an admissions form giving full details of child's medical conditions, regular medication, emergency medication, emergency contact numbers, name of family doctor, any allergies, special dietary requirements etc. Parents/carers should keep the school informed of any updates.

3. Administration and Storage of Medication in School

There is no requirement for any school staff to administer medicines. Administration is undertaken on a voluntary basis.

- 3.1** Should a pupil need to receive medication during the school day, parents/carers will be asked to come into school and personally hand over the medication to the Headteacher, Deputy Headteacher, Office Administrator or Inclusion leader.

- 3.2 The medication should be in the container as prescribed by the doctor and as dispensed by the pharmacist with the child's name, dosage and instructions for administration printed clearly on the label.
- 3.3 If a child with special medical needs is prescribed specific medication, this should be clearly labelled with the child's name and date of birth with instructions for administration printed clearly on the label. Only after agreement between the parent, school and adult will this be facilitated. It is important that any school staff who agrees to administer medication receive the appropriate training in how the medicine is to be administered; the risk and legal liabilities involved. They should also have the confidence to deal with any emergency situations that may arise.
- 3.4 Parents/carers will be asked to complete 'Medical Consent Form'. This will be kept with the medication in the school office.
- 3.5 A record of the administration of each dose will be kept on the 'Medical Consent Form' which will be signed by the member of staff who administered the medication. A second member of staff will also sign the record. Parents will need to sign off the record at the end of the day.
- 3.6 Reasons for any non-administration of regular medication should be recorded and the parent/carer informed on that day. A child should never be forced to accept medication. 'Wasted doses, (e.g. tablet dropped on floor) should also be recorded and disposed of safely.
- 3.7 Should the medication need to be changed or discontinued before completion of a course or if the dosage changes, school should be notified in writing immediately. A fresh supply of correctly labelled medication should be obtained and taken into school as soon as possible.
- 3.8 If medication needs to be replenished this should be done in person by the parent/carer.
- 3.9 Should the child be required or is able to administer their own medication e.g. reliever inhaler for asthma, we will want to ensure they understand their responsibilities. We may want to ask the School Nurse to check the child's technique before accepting responsibility.
- 3.10 Should a child require medication periodically due to an allergy, such as hay fever eye drops, a care plan will be put in place with parents in liaison with the school nurse.

4. Storage and Disposal of Medication

- 4.1 All medication with the exception of Emergency Medication will be kept secure in the Main School Office. We have a Fridge where we can store medication that need to be refrigerated.
- 4.2 A regular half-termly check will be made of the medication cabinet, and parents will be asked to collect any medication which is out of date or not clearly labelled. If

parent/carer do not collect this medication it will be taken to the local pharmacy for disposal.

- 4.3** Parents are advised to keep an inhaler for Asthma in school and one at home, rather than transporting it into school on a daily basis.
- 4.5** Where appropriate, and with parent/carer agreement, pupils should be responsible for their own inhaler which should be clearly marked with the child's name.
- 4.6** Medication for children with a peanut/nut allergy will be kept in the school office. It is the responsibility of the parent/carer to ensure sufficient supply and to replace when necessary.
- 4.7** The school may administer their "spare" adrenaline auto-injector (AAI), obtained, without prescription, for use in emergencies, if available, but only to a pupil at risk of anaphylaxis, and whose own prescribed AAI cannot be administered correctly without delay.

5. Equal opportunities for pupils with medical conditions

- 5.1** We at Hawthorn Primary School ensure that all children with medical conditions have full access to the curriculum. We do this by ensuring that all staff are fully trained in illnesses such as Asthma, Diabetes and Allergies as well as being trained in basic First Aid. This training consolidates their knowledge enabling them to recognise triggers, signs and symptoms and the action that needs to be taken. All staff including supply staff have an up to date class medical register, which depicts the children who have severe conditions. This ensures that all staff are aware of the children's individual needs.
- 5.2** The classroom environment is adapted where necessary in order to allow children to participate in a full curriculum. (Hearing impaired children, children with ASD etc.) Asthma inhalers are situated in the class where children requiring their use, have immediate access to them. Inhalers are taken with the class when participating in P.E sessions. Medication is taken on all school trips and to any out of school events.