

# ADMINISTERING MEDICINES POLICY

## ST PANCRAS CATHOLIC PRIMARY SCHOOL

**ST PANCRAS**



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## **Administering Medicines Policy**

### **Introduction**

Parents have the prime responsibility for ensuring a child's health and for deciding upon whether they are fit to attend school. Parents should also provide all necessary information about their child's medical needs to the school and equally staff have a responsibility to pass on any information that indicates a potential health need to parents.

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and Physical Education.
- Governing bodies must ensure that arrangements are in place in school 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 properly understood and effectively supported.

### **Staff Duties**

Staff have no legal obligation to administer medicines to pupils unless contracted to do so. Staff may volunteer to assist in the administration of medicines but must be given clear instructions from the parent.

As a school, the office staff generally volunteer to administer medication, with specific restrictions.

As a school, we have a duty to plan how administering medicines can be accommodated in school and on educational visits to allow children who have medical needs to attend.

### **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 generally 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 three times a day

Medicines in their original container, as dispensed by the pharmacist

Containers with labelling identifying the child by name with the original instructions for administration, dosage and storage

### **The School will not routinely accept or administer:**

Medicines that are to be administered three times a day (unless a child is attending after school club and will not be going home immediately after school or are on a residential visit).

Piriton, unless in the event of an allergic reaction, where this is explicitly listed on a pupils "Care Plan" or as advised by emergency medical professionals.

Paracetamol.

### **Handing in Medication**

All medicines must be handed directly to the school office by the parent.

On accepting medication, the parent must sign a form disclosing all details and giving permission for medication to be administered by a named person (usually the office staff)

Medicines should be kept in a locked cupboard (except where storage in a fridge is required). Medicines are only accessed by the office staff or visit leaders (in the event of a residential trip).

When administering medication, the adult must complete the administration of medication record, showing the date and time and details/dosage of the medication and sign.

Under no circumstances should a parent send a child to school with any medicines ie: throat sweets/tablets without informing the school - medicines

must not be sent to school with a note via the child - this could cause a hazard to the child or to any another child if found and swallowed.

At the end of the school day all medicines (if being collected) must be collected by the parent.

If a parent approaches a member of staff for their medication especially if stored in the fridge, they must inform the office that it has been given to the parent.

Parents are welcome to come into school to administer medicines themselves that the school refuse to administer, for the reasons set out above.

### **Long term Medical needs.**

Where a child has a long-term medical need, a "Care Plan" must be written with the assistance of a medical professional (consultant, doctor, or nurse) and with the approval of the parent/guardian of the named child. This may also result in an individual risk assessment also being required. The Care Plan must be followed and reviewed annually.

It is the parent's responsibility to inform the school of any changes to the child's condition that may require the details of the Care Plan to be changed.

The Executive Head Teacher must ensure that the named staff are trained to administer or give the level of care required by the details of the Care Plan.

As a school, we try to ensure that we have sufficient information about the medical condition of any child with long-term medical needs and will request meetings with parents and recognised medical practitioners regularly to provide the correct level of training.

Training should be specific to the individual child concerned. There will also be regular training for staff on more generalised needs ie: epi-pen training, diabetes, asthma awareness etc

The school nursing team are available to give advice and any other relevant training.

### **Process for the administration of medicines during residential visits**

For the purpose of residential visits, there will be a named leader with the responsibility for the administration of medicines. Before the visit, all parents will be required to complete a medical declaration form, detailing any medical conditions and medication required.

All medicines brought in to school prior the visit will be securely stored away.

All medication handed in to the school must be handed in a clear bag which is properly labelled by the parent ie: Name of child, name of the medication, dosage required and the number of times per day.

All medicines will be stored appropriately.

If the named leader is in any doubt about the medication, he/she will be required to contact the school in order to make contact with the parent.

After the residential visit, any medication that is “left-over” will be returned to the office by the named leader and the office staff will contact the parent to come and collect it – no medication will be given to the child to take home.

### **Process for the administration of medicines on a “one day visit”**

On the day before the school visit, a member of the office team will check to see if there are any pupils in the class who will be requiring medication during the day ie: inhalers, plus any prescribed medication (4 times a day). If a child suffers from travel sickness, we would expect the parent to administer a travel sickness tablet on the morning of the trip (before school) and then a note from the parent to the class teacher asking them to administer another tablet for the return journey (all notes will be placed on the child’s personal file). Under no circumstances should medication with a note be put in to a child’s bag by a parent.

Prior to the trip, all medication, especially inhalers (held in school) will be checked to see if they are still “in date” and that all medication is correctly labelled with the child’s name – any medication that is out of date, the parent will be asked to replace this ASAP.

On the day of the trip, all medication will be handed by a member of the office team to the class teacher in a bag, with a typed note giving the child’s name, medication to be taken and dosage required. The medication bag will remain

with the teacher for the duration of the trip – the bag should never be left unattended ie on the coach. The class teacher will also take a full first-aid kit and a paediatric first-aider will join the class for the day.

The class teacher will always carry a mobile phone in case of an emergency and to make contact with the school, if the need arises.

If any medication has been administered during the day, the class teacher will inform a member of the office team on their return so this can be recorded in the office.

All medication will be handed back in to the office and locked away.

### **COVID-19 Addendum**

Please note this is during the COVID-19 period only. For the full Administering medicine policy see above.

The majority of the above policy applies except for the handing in of medicine and storage of medicine.

### **Handing in of medicine**

We request that if medicine is handed in to the school it must be handed in a clear bag which is properly labelled by the parent ie: Name of child, name of the medication, dosage required and the number of times per day.

To hand in the medicine please ring the bell at reception, wait to be seen by one of the office team and then leave the medication in the clear bag on the table between the doors. Once you have left the porch, the office staff will open the door and collect the medication.

### **Storage of medicine**

Due to COVID-19 and children remaining in class bubbles, medicine cannot be stored centrally in the school office.

Any medicine will be stored securely in the child's classroom, only accessible to the class teacher or class support staff.

Where possible, we ask that the child administers the medication themselves. Staff are happy to support with measurements etc.