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<b>Policy:</b>	<b>Administration of Medicines in School</b>
<b>Policy Ref:</b>	<b>CM2</b>
<b>Review Date:</b>	<b>October 2022</b>
<b>Next Review:</b>	<b>October 2025</b>
<b>Authorised by:</b>	<b>Headteacher</b>

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Please refer to CMP39 'Administration of Medicines & Supporting Pupils with Medical Conditions

The aim of this policy for the administration of medicines is to enable regular attendance. Headteachers and teachers are asked on a regular basis to administer medicine to pupils. This activity is not a professional duty of Headteachers and teachers, and staff in schools cannot be required to administer medicines or drugs to pupils. The following guidance notes provide basic instruction and advice. Further general advice can be sought from the GI Development and the Health and Safety Office.

There are two main sets of circumstances in which requests may be made to the Headteacher to deal with the administering of medicines to pupils at school, viz:

- (a) Cases of chronic illness or long-term complaints, such as asthma, diabetes or epilepsy.
- (b) Cases where children recovering from a short-term illness are well enough to return to school but are receiving a course of antibiotics, cough medicine, etc.
- (c) When regular Ritalin tablets have to be taken for ADHD related difficulties.

Some GPs and other medical staff consider that children should not return to school until the course of medication is over, i.e. until they have fully recovered from their illness. A child's own doctor should be the person best able to advise whether or not the child is fit to return to school.

### **Assistance from Parents**

It is preferable that parents administer medicine to their children. This could be effected by the child going home during a suitable break or by the parent visiting the school. However, this might not be practicable if, for example, the child's home is a considerable distance from the school. In such a case it is likely that a request will be made for medicine to be administered to the child in school.

### **The Headteacher's Responsibility**

Each request for medicine to be administered to a pupil in school should be considered on its merits. Headteachers will have regard to the best interests of the pupil and the implications for the school, especially staff. Certain circumstances require particular caution and, where it is thought desirable for medicines to be administered, the Headteacher should ensure that these guidelines are followed carefully. All staff should be made aware of school

policies and practices with respect to administering medicines and, indeed, all first aid treatment, particularly where there are known individual pupils with medical problems.

### **Guidelines**

The following safeguards should be observed in any case where a Headteacher agrees to accept responsibility for the administering of medicines to children:

- (a) A doctor's note should be received, preferably delivered by the parent, to the effect that it is necessary for the child to take medicine during school hours. The note should give clear instructions concerning the required dosage
- (b) Long-term illnesses, such as epilepsy or asthma, should be recorded on the child's record card, together with appropriate instructions.
- (c) The medicine, in the smallest practicable amount, should be brought to school by the parent/carer or bus escort, not the child, and should be delivered personally to the Headteacher or an appropriate member of staff
- (d) Medicines must be clearly labelled with contents, owner's name and dosage, and must be kept in a locked cupboard/safe away from children in the medical room.
- (e) The medicine should be self-administered under adult supervision and a written record kept of the dates and times of the administration
- (f) Medicines should be given in the medical room under the supervision of two adults
- (g) Where a child requires the use of an inhaler/spinhaler, the Headteacher is advised to discuss with the parents whether this should remain with the child or be kept in a central medicine cupboard in the medical room. Medical and school opinions vary on this issue and the best solution appears to be careful consideration of the needs of each individual pupil.

### **Circumstances Requiring Refusal**

There are certain circumstances in which Headteachers should refuse to accept responsibility for administering medicine. These are:

- (a) Where the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken
- (b) Where some technical or medical knowledge or expertise is required
- (c) Where intimate contact is necessary.

**Note:** Injections may only be administered by a qualified nurse or doctor. Under no circumstances should a Headteacher or any other member of staff administer an injection. In an emergency, for example if a diabetic pupil urgently needs insulin, the Headteacher should summon medical assistance.

If the child is on a school trip then the named person in charge of the trip is responsible to liaise with Mrs Debbie Manifold and administer the medication with an appointed second person present.

## 2.2 Policy Implementation and Roles and Responsibilities

- Procedures are to be followed whenever a school is notified that a pupil has a medical condition
- The Headteacher who has overall responsibility for the policy implementation
- All relevant staff will be made aware of a child's medical condition including briefing for supply teachers.
- Parents remain responsible in respect of their child's medical needs
- Children will manage their own medical needs as much as possible.

### Staff Training and Support

- The Director of Personal Development and Wellbeing is responsible for ensuring that sufficient staff are suitably trained.
- Suitable, appropriate and timely staff training will be given to deal with medical needs.
- Staff will be supported in carrying out their role to support pupils with medical conditions and this will be reviewed.
- The Director of Personal Development and Wellbeing will assess training needs and training will be commissioned and provided by a suitably qualified professional.

### Administration of Medication & Record Keeping

- Parents should liaise with Mrs Manifold regarding medicines management
- Prior written agreement will be required from parents for any medicines to be administered
- Procedures are in place for managing prescription medicines which need to be taken during the school day
- Non-prescription medicines will only be given by Mrs Manifold or Miss Blessing, following parental consent
- Risk assessments are completed for children with complex or long-term medical needs
- A clear statement on the roles and responsibilities of staff managing administration of medicines is maintained, and for administering or supervising the administration of medicines, including suitable cover arrangements in case of staff absence etc. to ensure someone is always available.
- Policy on young people carrying and taking their medicines themselves
- School's emergency procedures are accessible in the School Office
- Procedures for managing prescription medicines on school visits and trips and any other activities outside the normal timetable
- Procedures are in place for the Safe storage of medicines
- Record keeping is maintained in the Medical room

### Individual Health Care Plans

- The school policy on assisting young people with long-term or complex medical needs, including Individual Health Care Plans (IHCP) and their review periods

### School Curriculum, Day Trips, Residential Visits and Sporting Activities

- The Governing body ensure that arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate fully in school
- School will consider what reasonable adjustments they might make to enable children with medical needs to participate fully in school life

### Transition

- Procedures to cover transitional arrangements between home and school ,setting/school and school.

### Reintegration after Periods of Absence

Reintegration procedures will:

- Addressing educational impact
- Addressing social impact
- Addressing emotional impact

### Unacceptable Practice

- Governing bodies will ensure that the school's policy is explicit about what practice is not acceptable by reviewing policies and procedures.

### Complaints

- Complaints concerning the support provided to pupils with medical conditions may be made to the Headteacher.

The school procedures for dealing with medical difficulties are set out below:

1. All accidents should be reported to the Headteacher or Deputy Headteacher. In addition to giving first aid treatment the school is required, in the case of all but very minor accidents, to complete an accident report which is forwarded to the Education Department. Details should also be entered in the School Accident Book.

It may also be necessary to contact a parent. It is important that the whereabouts of parents at work are noted in the Emergency Register and that telephone numbers are entered in the class registers. The Emergency Register is kept in the School Office.

2. The school will adhere to the LEA guideline Policy No. HOO1/93 regarding the administration of medicines in school. These are broadly:
  - All requests for any medication to be administered should be made to the Headteacher in writing, preferably with a doctors supporting letter, and will be considered on an individual basis.
  - No teacher should accede to an individual request from a child or parent for medication to be brought to school.
  - No child will be permitted to carry any medication. Any agreed arrangements will require the parent to bring the medication personally to school (or entrusted to the bus escort).
  - All medication agreed will be locked in a nominated staff room locker, administered under direction the recorded in writing.
  - Any medication brought to school without permission should be taken from the child and locked away until the parent is informed. He/she may collect the medicine or give written permission for a bus escort to return it.

- As a general rule it is also inadvisable to dispense sticking plasters which may cause allergic reaction (melolin squares are hypo-allergenic), to use creams or lotions, and staff should not give paracetamol or other propriety headache preparations to pupils.