



Ashford Park Primary School
Inspiring a love for lifelong learning

Policy on the Administration of Medication

General

Most pupils will at some time have a medical condition that may affect their participation in school activities. This is more likely to be short term. Other pupils have conditions which, if not managed, could limit their access to education. This document sets out our policy on the management of medication. At Ashford Park our policy is that of 'selective' administration of medication. We will administer medication where:

- The medical condition of a child means that access to education would be limited if appropriate medication were not managed at school
- A child is fit enough to attend school but needs medication, the administration of which must take place during school hours
- There are staff willing and trained in the administration of medication

Staff administering medicine

There is NO legal or contractual duty on staff to administer medicine or supervise children taking medicine, except in the case of an emergency where swift action needs to be taken. In exceptional circumstances a duty of care could extend to administering medicines.

Long Term or Complex Medical Needs

We will assist pupils with long-term or complex medical needs where necessary and require a letter from the parents detailing their child's needs. Advice will be sought from relevant support agencies (School nurse, diabetic team). This will inform an Individual Medical Needs Care Plan.

Responsibilities and Roles

Parents and guardians have the prime responsibility for their child's health and need to provide schools with information about their child's medical condition. Prescribed medicines will only be administered during the school day where it would otherwise be detrimental to a child's health.

Where possible pupils who are able to, will be encouraged to take responsibility to manage their own medicines under the supervision of a willing staff member. Where clinically possible, prescribed medicines should be taken outside of school hours (morning, after school, bedtime).

If it is essential for medication to be administered during the school day parents should be aware that medication will only be administered during the lunch hour between 12:00 and 13:00 and ensure that the medication brought to school is named and clearly labelled, and given to the appropriate staff member (Administrative Staff).

If a child brings in their own medicine without prior consent from the school, then the medication will not be administered and will be returned to the parents at the end of the day.

Inhalers for Keystage 1 are kept in the medical cupboard available to those children. Those children in Keystage 1 with their parent's permission can keep their inhaler with them. Inhalers for children in Keystage 2 are kept with the child. (See Asthma Policy and Guidance).

If a child refuses medication, the parents will be contacted immediately.

Confidentiality

Each child and family has a right to confidentiality. Privacy and the need for prompt effective care will be balanced with sensitivity. The head teacher will seek parents' agreement before passing on information about their child's health to other school staff, although it is recognised that sharing information is important if staff and parents are to ensure the best care for a pupil.

Arrangements for the Administration of Medication

Non-Prescribed Medication

School staff will generally not give non-prescribed medication to pupils. However if a pupil suffers from acute pain, the parents should authorise and supply appropriate painkillers for their child's use, with written instructions about when the child should take the medication. A member of staff will supervise the pupil and keep a record of any non-prescription medicine administered. We will notify the parents in writing on the day the painkillers are taken.

Employees Medication

All staff will ensure that their medicines are kept securely and that children do not have access to them.

Medication for Children

Where it is necessary for a child to take medication at school, parents will need to complete a permission form termly.

All medicines must be named, in their original container as dispensed by the Pharmacist with instructions as well as accompanied by written instructions from the parent and/or the GP specifying the medication involved, circumstances under which it should be administered, frequency and levels of dosage. The information should be recorded on the administration of medicines form. The smallest practicable dose should be brought to school in individual containers clearly labelled with the child's name and dosage instructions.

Parents are responsible for ensuring that there is sufficient medication and that it has not passed its expiry date.

When administering medication, staff will complete and sign a record of administration. This record is kept next to the medication. Staff will check:

- Pupil's name
- Written instructions
- Prescribed dose
- Expiry date
- That all pupils who are due to receive medicines have received their dosage

At Ashford Park Primary School identified staff have received training in the administration of Rectal Diazepam, Epi-pens and Injections (insulin) and staff are also trained in Paediatric First Aid. For the protection of both staff and children, a second member of staff will be present for more the intimate procedures and all of our staff are trained in Child Protection Procedures. Appropriate PPE (Personal Protective Equipment) are provided.

Storage and Disposal

Medication is stored in the Locked Medical Cupboard or the Locked Medical Fridge. The key will be readily available to staff in the key cupboard in case of emergencies.

Staff will not dispose of medicines. Parents will ensure that they collect any unused medication at the end of each day. Labels must be clear at all times, especially if they have been re-written. If instructions are not clear, the medication will not be administered.

Staff Awareness

Where necessary, all staff will be trained in the recognition of conditions which may require rapid intervention. With the permission of parents, information about specific children will also be shared with the whole staff.

School Trips

Careful consideration will be given to preparation and risk assessment for trips involving children on medication, in consultation with the parents and relevant services. On all school trips relevant medication will be taken. A mobile phone will also be available. In case of emergency follow "Operation Duke" procedures.