

ADMINISTERING MEDICATION POLICY

HOLY FAMILY CATHOLIC PRIMARY SCHOOL

SPRING TERM 2014

It is the aim of this school to support any child who has medical needs or requires on-going medication during school hours or whenever the child is in our care.

Generally speaking, the administration of medicines is the responsibility of parents. There is no requirement for Head teachers or staff to undertake these responsibilities. The act of administering medicine is purely voluntary. However, in recent years there has been a general increase in the number of children in school requiring medication and although the school believes that medicines should normally be given to children at home, understand that there is a need for the same to be administered during school hours, on occasions. There is also a need to fully support pupils with more complex medical conditions.

Policy Implementation

Many children will need to take medication at some point during their school life. Generally, this will be for a short time only e.g. to finish a course of antibiotics or to apply a lotion. Parents will be encouraged to ask the prescribing doctor or dentist to prescribe dose frequencies so that the medicine is able to be taken outside school hours. If this is not achievable parents will be requested to come into school to administer the medicine themselves whenever practically possible.

Holy Family Primary School will not normally administer antibiotics and will only do so in exceptional circumstances, following discussion with the Head teacher and support staff. Holy Family Primary School will not take responsibility for any non-prescribed medicines (including "Calpol and Nurofen") and these should not be bought into school unless they form part of a Health Care Plan.

Children may be allowed to take responsibility for self-administration of medicines – most commonly inhalers for asthmatic conditions. If this is the case, there should be a written agreement from the child's parent/guardian. This Parental Consent should be reviewed annually. It is the parent/guardian's duty to ensure that the child is competent in the self-administering of the particular medicine.

Medicines containing aspirin or ibuprofen will only be given as prescribed.

Role of School Staff

The Head teacher has overall responsibility for implementing the policy and procedures for dealing with medical needs. All parents have access to the policy via the school's website or via the front office.

School staff who have a pupil with medical needs in their class will be told of the nature of the condition and as to when the pupil may need extra attention. The Head teacher will arrange if necessary for that teacher to meet with the parent/guardian or medical adviser of the child so that full understanding is reached. They will also be made aware what action should be taken if an emergency should arise.

All supply staff will be made aware of medical needs and back up cover will be provided when the member of staff responsible is absent or unavailable.

At different times of the school day other staff may be responsible for these children (e.g. midday supervisors) and accordingly, they too will be informed of any medical needs of the child in question.

Role of Parent/Guardian

Parents/Guardians are a child's main carers. They are responsible for making sure that their child is well enough in the first place to attend school. If a child is generally unwell, they should not be in school until they are fit to take part in the normal school day activities. If a child is unable to attend school because of illness, the school should always be informed, prior to 0850 on the day they are ill, or as soon as possible.

For children with more complex medical requirements or conditions, as outlined above, schools may draw up a Health Care Plan in consultation with parents, staff and the child's medical practitioner, where possible.

If prescription medication is required to be administered a Pupil Medication Request form will need to be completed and signed by the parents/guardians. The school will maintain the Pupil Medication Record, noting the date, time and dose of medication given and initials of the staff member administering the medication.

Parents/guardians along with Doctors prescribing medication, must make all efforts to schedule the dosage, so it does not fall within school hours.

It is the responsibility of the parent/guardian to provide the child's school with any change of information about their medical condition and any treatment required. It is also the responsibility of parents to deal with the disposal of any medicines no longer required / left at the end of treatment. These will only be handed to a parent/guardian.

Off-Site Activities and School Trips

Pupils with medical/health needs are positively encouraged to participate in such activities wherever safety permits. The parents/ guardian will liaise with the teacher in charge to develop a health plan to support the pupil's needs. Staff supervising off site activities and trips should ensure they are aware of the relevant health care or medical needs of the pupils in their care. First aid provision should always be considered when planning a visit. The group leader should assess what level of first aid might be needed. On any visit, there should be a member of staff who has a good working knowledge of first aid. There should be a first aid kit adequate for the activities on every visit and a member of staff who is familiar with this kit.

It is important for the school to have sufficient information about the medical condition of any child with long term medical needs. As stated, it is the responsibility of the parent/guardian to inform the school when the child is admitted to school or when a child develops a condition. The school will then, in consultation with parents and staff, draw up a Health Care Plan as described.

Any request for medication to be administered must be in writing in the form of a Pupil Medication Request form. Any changes in the medication requires the school to be informed immediately and a new Pupil Medication Request form to be completed with the new medication details, dose and/or frequency included.

Medicines will be kept in the school office in a secure location.

All staff should be aware of the whereabouts of these medicines in relation to the particular child who may need access to the medicine.

All medicines should be presented to the school in the original container as dispensed by the pharmacist and include the prescribers instructions for administration. Medicines should be brought into the school by the parent/guardian with the exception of inhalers self-administered by children with asthma.

If a child refuses to take medication, staff will talk to the child and record his/her reason for refusal. The school will then inform the child's parent/guardian as soon as possible of the refusal and request that they attend school to deal with the situation.

The following standard practice will be followed by school staff if they volunteer and undertake administration of medicines:

- Medicines will only be accepted/administered by trained members of staff named in the schools documentation
- Check identity of the child
- Check written instructions received by the school and confirm with details on the medicine container
- Check the prescribed dosage
- Check the expiry date of the medicine
- Check the timing/frequency details
- Check record of last dosage given (to avoid double dosage)
- Measure out the prescribed dose
- Check the child's name on the medicine again
- Complete written record of dosage given, including date, time and Signature

If the member of staff is in any doubt about any of the details, they should check with the child's parent or doctor before giving the medication. Normally when a child/young person becomes unwell at a school or is injured in an accident, (other than minor cuts or bruises), the school will arrange for them to be looked after in a quiet, comfortable place and arrange for the parent to collect them as soon as possible. It will then be the responsibility of the parent to accompany the child to their GP surgery or hospital outpatients department as appropriate.

In some situations, however, it may be necessary for professional medical care to be sought immediately, e.g. suspected fractures, serious eye injuries, serious head injuries, acute illness or other serious medical conditions that will not respond to first aid treatment. The school will call an ambulance in such cases and communicate the situation to the parents.

Where a child has to be transported to hospital and it has not been possible to arrange for a parent to accompany them, a member of staff will attend with the child and remain at the hospital with them until a parent arrives. Consent is generally not required for any lifesaving emergency treatment given in Accident and Emergency Departments. However, awareness is required for any religious/cultural wishes i.e. blood transfusions, which should be communicated to the medical staff for due consideration. In the absence of the parents to give their expressed consent for any other non-life threatening (but nevertheless urgent) medical treatment, the medical staff will carry out any procedures as deemed appropriate. The member of staff accompanying the child cannot give consent for any medical treatment, as he/she does not have parental responsibility for the child.

Last review date: Spring 2014

Next review date: Spring 2015