

ADMINISTRATION OF MEDICATION IN SCHOOL

GUIDANCE FOR PARENTS/CARERS

Higher Walton C E Primary School is committed to inclusion and ensures that pupils with medical needs and on long term medication receive proper care and support at school. Whilst all staff have a duty to take reasonable care for the health and safety of children and young people in School, there is **no** legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. Where staff do agree to participate in these duties it is important to recognise that their participation is of a voluntary nature. All staff have the right to refuse to administer/supervise administration of medicines. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

School will have regard to the Department for Education's 'Supporting pupils at school with medical conditions' statutory guidance issued in December 2015 when implementing this policy.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service. School will ensure that there are sufficient members of staff trained to cover in the event of absence.

In accordance with the above statutory guidance, medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where clinically possible, parents should request that medicines should be prescribed in dose frequencies which enable them to be taken outside school hours, however school will be guided by the prescriber's instructions.

To ensure the safe administration of medication in school the following guidelines have been produced. If these are not followed then unfortunately the medication cannot be given. Please note that we can only accept medication prescribed by a doctor, dentist, nurse or pharmacist prescriber.

1. Parents/carers are responsible for providing the school with adequate information regarding their child's condition and medication. It is the parents/carers responsibility to inform the school in writing when the medication is discontinued or the dosage changed.
2. Medication **will not** be accepted in school without complete written and signed instructions (standard forms available from the office).
3. The administration of non-prescribed paracetamol will be considered but will only be administered with completion of the appropriate form by the parent/carer. Unless prescribed by a doctor, dentist, nurse or pharmacist prescriber, medicines containing ibuprofen or aspirin will not be administered by the school. Parents are asked to consider how appropriate it is that a child attends school if they are requiring such prescribed medicines. Once again a form MUST be completed by parent/carer where the administration of such prescribed medication is required.
4. Where the pupil travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the pupil, including medication for administration during respite care.
5. Only reasonable quantities of medication should be supplied to school e.g. a maximum of 4 weeks supply at any one time.
6. Each item of medication must be in date, labelled, delivered in the original container and handed directly to the Bursar/Office Manager (or, in her absence, to the Headteacher).

Items of medication in unlabelled containers will not be accepted. Each container must be clearly labelled with the following:

- Pupil's name
- Name of medication

- Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date
7. If a pupil suffers regularly from acute pain, such as migraine, period pains, the parent/carer should authorise and supply appropriate painkillers for their child's use with written instructions about when the child should take the medication.
 8. Where a child has long term medical needs the parent/carer is responsible for supplying the school with adequate information regarding their child's condition and medication. This information must be in writing and signed by the parent/carer. A health care plan must be completed by parent/carer. In addition a form must be completed annually / when changes in medication routine arise.
 9. The school will provide parents/carers with details of when medication has been administered to their child.
 10. If a child refuses to take their medicine, staff will not force them to do so. Staff will contact the parent/carer and note on administration record that medication has been refused.
 11. It is the responsibility of parents to inform the school of their child's medical needs, both long and short term, and parents should inform the school if prescribed medication is being taken at home (that is not necessarily taken at school) as this can affect a child's behaviour at school. This is also important in case of emergency when staff need to know what medications are being taken.

School infection control guidelines

School will adhere to Health Protection Agency guidelines for infection control to decide whether a child should be excluded from school for infection reasons. Please see attached sheet for current guidelines.

Educational Visits

If a child requires travel sickness medication this should be administered at home prior to the trip and the class teacher informed. Travel sickness medication for return trips or residential visits will need to be clearly labelled with child's name and class and should be handed in to the class teacher along with the completed medication form by the parent/carer.

Sun screen

Sun screen will be permitted at school, however children should be able to apply this themselves. A signed note from parent/carer will be required. Sun screen should be clearly labelled with child's name and class and handed in to class teacher. Younger children will be supervised in application of sun screen.

Medication taken at home

It is the responsibility of parents to inform the school of their child's medical needs, both long and short term, and parents should inform the school if prescribed medication is being taken at home (that is not necessarily taken at school) as this can affect a child's behaviour at school. This is also important in case of emergency when staff need to know what medications are being taken.