

UPDATED SEPTEMBER 2020

REVIEW SEPTEMBER 2021

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

ADMINISTRATION OF MEDICINE POLICY

Administration of Medicine Policy

This policy is to be read in conjunction with Managing medicines in Schools and Early Years Settings Guidance produced by DfE and also with the Hartlepool Borough Council Guidance on Supporting Pupils at School with Medical Conditions.

There is no legal or contractual duty on school staff to administer medicines or to supervise a pupil taking it. This is a purely voluntary role and is recognised as such by the DfE. While teachers have a general legal duty of care to their pupils, this does not extend to a requirement to routinely administer medicines.

Staff should be particularly wary about agreeing to administer medicines where:

The timing of its administration is crucial to the health of the child or some technical or medical knowledge is required.

Intimate contact with the pupil is required.

Policy Statement:

Regular school attendance is vital for every child and St Joseph's does all that it can to encourage high attendance figures. Nevertheless, from time to time every child will become ill and may require some time out of school to recover. In general where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete.

There are, however, a few exceptions:

When a child has almost fully recovered and simply needs to complete a course of medication (e.g. Antibiotics) for a couple of days.

Medicines requiring 4 doses per day may be administered by school.

Where a child suffers from long term recurring health problems, such as asthma, epilepsy, diabetes and eczema.

Only medicines prescribed by a doctor will be administered by any staff in the school. Parents must complete a 'Medicine in school' form (Appendix A) to authorise the administering of medicines. No medicine will be given unless this form is completed.

Under no circumstances must any medication be administered without written parental authorisation.

Storage of medicines:

All medicines brought into school should be in the original container, with clearly labelled name of pupil; name and dose of drug; frequency of administration; any likely side effects and the expiry date. Parents are responsible for ensuring this information is provided.

Medicines should (subject to the noted exceptions) be stored in a secure place with restricted access. Medicines requiring controlled temperature must be stored, as appropriate.

School will not store surplus or expired medicines. Parents are responsible for the disposal of any unused medicines and should routinely collect medicines held by school at the end of each day/week/term as appropriate.

Exceptions:

Asthma (ref. page 28 of guidance):

Medicines such as asthma inhalers must be readily available to pupils and must not be locked away. Children who are capable of carrying their own inhalers should be allowed to do so, following consultations with the child's parents. Parents are responsible for ensuring that their child has an up to date inhaler provided for school.

Diabetes (ref. page 33 of guidance):

For any child with diabetes an individual health care plan should be drawn up in conjunction with parents and appropriately qualified medical professionals.

As a matter of routine, the administration of diabetic medication would not be carried out in school. However, if required by older children, injections could be selfadministered. School should provide supervision and a suitable, private place in which to carry out the injection.

Eczema

Staff should refrain from applying any creams to children who suffer from eczema. Children will be allowed to administer their own medication and will be given a private place in which to do so.

Anaphylaxis (ref. page 35 of guidance):

For any child with severe allergic reactions an individual health care plan should be drawn up in conjunction with parents and appropriately qualified medical professionals

Parents are responsible for informing school if their child has any particular allergies. School will then take all reasonable measures to minimise risks to allergic children.

Governors and staff are fully committed to the safeguarding of the welfare of all St Joseph's pupils

Children requiring an EpiPen must have this available at all times, it must not be locked away in a central store.

Staff that volunteer to be trained in the use of an EpiPen can be reassured that they are simple to administer. In cases of doubt, it is better to give the injection than to hold back.

Should a severe allergic reaction occur, then an ambulance must be called.

Record Keeping (Appendix A)

The following information must be completed by the parent:

Name and date of birth of the child

Name of parent/guardian, contact address and telephone number

Name, address and telephone number of GP

Name of medicine/s

Details of prescribed dosage

Date and time of last dosage

Signed consent by parent/guardian to administer the medicine

The parent consent form will be retained in the child's personal file as record for future reference.

Parents are requested to ensure school has up to date asthma records. A request for this information is given to all parents when their child starts school. The school administrator will send out periodic update requests to ensure that the information we hold is accurate.

Non-prescription medicines such as cough or throat lozenges, non-prescribed pain relief (Calpol) etc. or herbal remedies will not be administered by any member of school staff. They should not be sent into school with children.

Appendix 1

ADMINISTRATION OF PRESCRIBED MEDICINES IN SCHOOLS CONSENT FORM

PART A – DETAILS OF A PUPIL WHO REQUIRES MEDICINE TO BE ADMINISTERED AT SCHOOL

To be completed by the parents of the pupil

This form must be completed by the parents of children to ask the Headteacher if prescribed medicine can be administered to their son/daughter whilst they are at school.
If more than one medication is to be given a separate form should be completed for each.

School/College:

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.

My son/daughter requires their prescribed medicine to be administered at school.

Surname:

Forenames:

Home Address:

Date of Birth:

Class/Form:

Condition or illness:

MEDICINE DETAILS:

Name/Type of medicine
(as described on the container)

Name and address of the
Prescriber (GP) of the medicine

Date when the
medicine was
dispensed:

Starting date of
the medicine:

Ending date of
the medicine:

Expiry Date of Medicine

FULL DIRECTIONS FOR USE – NB Medicines must be supplied in their original container as dispensed by a pharmacy labelled with your child's name and clear instructions for use. Product must be in date

Dosage and amount to be given
(as per label):

Method of administration: In the case of liquid medicines a suitable measuring device to administer the required dose should be supplied.

Timing of administration:

Special precautions:

Side effects:

Procedures to be taken
in an emergency:

Self-Administration
Yes / No/Yes with supervision

*Request my child is able to
to carry their own asthma
Inhaler/ adrenaline pen/diabetes
device
Yes / No

Child must be able to competently self-administer their medicine without supervision.

CONTACT DETAILS:

Name:

Relationship

Home
address:

Daytime
Contact
number:

Where the school considers a Healthcare Plan is required then it should be completed.

PART B – UNDERTAKING BY THE PARENTS

I understand that I must deliver the medicine personally to

(agreed staff member)

In the case of children uses LEA provided transport to school I understand I must deliver the medicine to the escort or driver with a completed copy of this form.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school / setting staff to administering medicine in accordance with the school / setting policy. I will inform the school / setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I/We will personally further supplies of medicine to the nominated member of staff at school before the current supply expires.

I/We accept this is a service which the school is not obliged to undertake.

I /We where relevant will ensure that second devices e.g. adrenaline pen will be provided.

I/We will be responsible for receiving the discontinued / expired medicine from the school. If we do not collect expired or discontinued medicine from school within 14 days of being asked to do so we understand this will be disposed of by the school.

Signature(s)

Date

Relationship to the pupil:

PART C TO BE COMPLETED BY THE SCHOOL (COPY RETURNED TO PARENTS)

1. FOR PUPILS WHO REQUIRE PRESCRIBED MEDICINE TO BE ADMINISTERED AT SCHOOL

I agree that
(name of pupil)

Will receive
(quantity and name
of the medicine)

at (times of
administration)

Your child will be supervised
whilst they take their prescribed
medicine by the following members
of staff:

You must personally bring your
child's prescribed medicine
to school and hand it to (*insert name*)

Your child's prescribed medicine
will be stored in the following location:

This arrangement will continue until the end date of the medicine or until instructed by the parents.

**2. FOR PUPILS WHO ARE PERMITTED TO CARRY AND SELF ADMINISTER THEIR OWN
PRESCRIBED ASTHMA MEDICATION/DIABETIC DEVICE/ ADRENALINE (EPINEPHRINE)
PEN (secondary schools only) AT SCHOOL**

I agree that
(name of pupil)

Will be allowed to carry and self-administer their prescribed asthma medicine / adrenaline pen /
Diabetic device whilst in school and that this arrangement
will continue until

Signed:
Headteacher

Date:

**The school will not give your child medicine unless you complete and sign this form and the
Headteacher has agreed that school staff can administer the medication.**