

Policy on Managing Medication in School

Mill Hill Primary School

2019-20

(see also Inclusion, SEN, Single Equality, Asthma, Child Protection Safeguarding, Complaints)

1. Introduction

1.1 Most children will at some time in their school life have short term medical needs which involve the administration of medication, such as finishing a course of antibiotics. Some children will be prescribed medication on a long term basis, including reliever inhalers for Asthma, adrenaline for severe allergic reaction, and methylphenidate (Ritalin) for ADHD. In all of these cases the children affected will often be well enough to attend school, and in these circumstances it is vital that appropriate provision is made to ensure that they receive their medication in the school setting.

2. Aims

2.1 To ensure that children who are well enough to come to school, but who need to complete a short term course of prescribed medication, are able to do so.

2.2 To make reasonable adjustments for children with long term medical needs, enabling them to fully access all aspects of school life.

2.3 To contribute to our goal of ensuring that all children are enabled to reach their full potential through the provision made for them at school.

2.4 To minimise the time period for which children need to be absent from school as a result of their medical needs.

2.5 To fulfil the school's obligations under the Single Equality Act and Children and Families Act 2014.

3. Guidelines

3.1 The head teacher and Governing Body (Children and Families Act 2014, section 100 applicable from September 2104) accepts responsibility, in principle, for staff administering or supervising children taking essential prescribed medication during the school day.

3.2 Responsibility is also accepted for administering or supervising children taking non-prescribed medicine in school time (eg, travel sickness pills for transport to and from educational visits), however, this is at the discretion of the Head Teacher and only where prior agreement and a signed consent from a person with parental responsibility for the child has been given. Additionally, parents are able to bring non-prescribed medications to school to administer the medication to the child themselves.

3.3 Whenever possible, parents/carers should ask their doctor to prescribe medication in dose frequencies which can be administered outside of school hours.

3.4 Antibiotics which need to be administered three times a day can be given before school, after school, and in the evening. In the case of an antibiotic which is to be administered four times a day, the school will agree to administer a dose in the middle of the day.

3.5 Medication which is prescribed and must be administered during the course of the school day will be given when there is no known alternative.

4. The Responsibilities of parents/carers are to:

- take prime responsibility for their child's health;
- ensure that their child is well enough to attend school;
- provide school with details of their child's medical condition, including when the child may need extra or emergency attention;
- liaise with the head teacher and SENDCo to agree the school's role in helping to meet the child's medical needs;
- supply written information about the medication their child needs and let the school know in writing of any changes to the prescription or its administration;

- in the case of medication which the school has agreed to administer, provide the medication in its original packaging, including the original pharmacy label confirming who the medication is for and the required dose;
- complete and sign the required documentation to authorise the school to administer the medicine;
- arrange for an adult to deliver the medication to the school office;
- arrange for the disposal of any unused medication.

5. The responsibilities of the school are to:

- Governing body ensures the policy, school's insurance policy and individual plans are reviewed regularly
- identify a lead member of staff (SENDCo) to be responsible for liaising with medical professionals and parents; oversee implementation of health care plans; the school's medication policy and ensure staff have the appropriate training by identified medical professionals; ensure all staff are updated with pupil's medical issues in school via staff meetings and copies of relevant written documentation including care plans.
- identify named individual(s) who will take responsibility for administering the medication;
- store the medication in a safe and secure location;
- ensure that emergency medication which may be required at short notice (e.g. inhaler or epi pen) can be readily accessed at all times;
- ensure that all other medication is stored securely in the school medical room in a locked cupboard/refrigerator;
- draw up an Individual Health Care plan for any child who is on long term medication, which includes details of emergency procedures for those children who suffer from potentially serious conditions e.g. extreme allergic reaction and SENd information if applicable;
- administer medication at the required time;
- maintain a written record of medication which has been administered;
- contact the parent if there are any queries or concerns regarding the child or the medication;
- encourage the child to take their medication, and contact the parent as a matter of urgency if the child refuses to take it;
- contact the parent to ask them to collect any unused medication;
- ensure that designated staff have appropriate training;
- decide which members of staff need to know about a child's medical condition, and obtain the permission of parents to share the information;
- safeguard the confidentiality of information regarding the medical treatment of children and their right to privacy.
- ensure the pupil is supported emotionally, putting appropriate support in place as necessary
- plan for flexibility in attendance/ alternative provision if appropriate

6. The responsibilities of the member of staff managing the administration of medicines are:

- to ascertain that the medicine falls within the category of medication that the school agrees to administer, seeking clarification from a senior member of staff if in doubt;
- to ensure that the required consent forms are completed in full by the parent, and countersign the form;
- to place the medication in secure storage;
- to inform the designated member of staff of the relevant details regarding the medication;
- to ensure medication is handed over to the child's parent or designated adult at the end of the school day.

7. The responsibilities of the members of staff designated to administer the medicine are:

- to retrieve the medication from the secure storage and check the dosage instructions against the information provided in the consent form;
- to administer the medication as required;
- to complete the written record and sign it;
- to return the medication to the secure storage.

8. Procedures for Prescription Medicines

8.1 The procedures for managing prescription medicines that need to be taken during the school day are as follows:

- the parent reports to the school office, with the medication;
- a member of staff based in the office checks the details of the medication, to ensure that the school can agree to administer it;

- the member of staff seeks clarification from the Head teacher or SENDCo if there is any uncertainty in relation to the school being able to agree to administer the medication;
- the parent completes the required consent forms, and leaves the medication with the office;
- the member of office staff places the medication in the secure storage, and informs the member of staff who is designated to administer the medication of the details;
- the designated member of staff administers the medication as required, and completes the required written record.

8.2 Medication will only be administered if the required consent form has been completed in advance by the parent.

8.3 The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to doses on parental instructions.

8.4 Medication must always be delivered to and collected from the school office by an adult.

8.5 A written record is kept of all medication which has been administered.

8.6 Children who have inhalers prescribed for asthma are encouraged to self-administer their medication as soon as is practical. All other medication is administered by a named adult.

9. Out of School Visits

9.1 If medication is likely to be required during an educational visit, then a named member of staff will carry the medication and administer it when required.

10. Complaints

10.1 Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the HT/DHT/SENDCo. If for whatever reason this does not resolve the issue, a formal complaint can be made via the school's complaints procedure.

11. Monitoring and Review of Policy

11.1 The effectiveness of this policy will be monitored in line with the school's monitoring and reviewing of school policy procedures.

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