

# Wingrove Primary School



## Administration of medication in school and Medical Care Plans Policy and Guidance - 2019

### **Rationale**

Most children will at some time in their school career 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, epi-pen 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 important that appropriate provision is made to ensure that they receive their medication in the school setting.

### **Aims**

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. To make appropriate provision for children with long term medical needs, enabling them to fully access all aspects of school life.
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.
4. To minimise the time period for which children need to be absent from school.
5. To fulfil the school's obligations under the Disability Discrimination Act (DDA) 1995.

## Guidelines

1. The head teacher accepts responsibility, in principle, for staff administering or supervising children taking essential prescribed medication during the school day.
2. Whenever possible, parents/carers should ask their doctor to prescribe medication in dose frequencies which can be administered outside of school hours.
3. 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.
4. The responsibilities of parents or 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 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:
  - Identify named individuals 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. Nursery medication is stored in a locked cupboard in the Nursery kitchen.
  - Draw up a Medical 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.
  - Medical Care Plans will be kept in the Medical Room.
  - Photographs of children with Medical Care Plans are on show in the Medical Room, the School Office, the Staff Room and in the Kitchen.

- Staff will make themselves aware of these children and see Care Plans as necessary.
- Care Plans and medication will be taken on school trips where necessary.
- 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.

6. The responsibilities of the members of staff designated to administer the medicine 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.
- To place the medication in secure storage.
- 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.
- To hand medication over to the child's parent or designated adult at the end of the school day.

7. 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 Deputy 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. Medication will only be administered if the required consent form has been completed in advance by the parent.
  9. 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.
  10. Medication must always be delivered to and collected from the school office by an adult.
  11. A written record is kept of all medication which has been administered.
  12. 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.

Named staff for administering medication in school:

Rehana Ahmad  
Diane Dick  
Lisa Jones  
Gurvinder Kaur  
Sam Maudling  
Rucksana Parvez  
Sharon Stead  
Katherine Mead  
John Rutter  
Anthony MacLeod  
Anne Leadbitter  
Fiona Robson-Bain

## **Conclusion**

The implementation of this policy will ensure that parents and school staff have a clear understanding of best practice in relation to the administration of medicines, thereby helping to secure the rights of the child to access education irrespective of their medical needs.