



## Red Hall Primary School

# Administration of Medication Policy



Investor in People



# RED HALL PRIMARY SCHOOL

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### Rationale

There is no legal or contractual duty on teachers, administrative staff or support staff to administer medication or supervise a pupil taking medication. It is a purely voluntary role.

At Red Hall Primary we take seriously our duty of care and consent to administer medication, subject to the conditions set out in this policy. This policy sets out general guidance but each case will be dealt with on its own merits.

### Definitions

Short Term Medication – This is prescription medication, which only needs to be taken for a few days to allow the pupil to return to school e.g. a course of antibiotics. The administration of this medication should be for a couple of weeks or less. A ‘Request for School to Administer Medication’ form, will need to be completed.

Long Term Medication – This is medication required to manage a long-term medical need, i.e. asthma, epilepsy etc. where the medication will be required for extended periods. A Healthcare Plan should be completed.

### School Procedure

#### Request to Administer Short/Long Term Medication and General Care

- The school will only administer medication where a ‘request to administer medication’ form has been completed by the parent(s)/guardian(s) of a pupil. No medication will be given unless this form is completed. Medication must be prescribed by a doctor, and must have the medical instructions, including dosage, attached to the medication.
- **No pupils should have in their possession any form of medication, other than inhalers or such medicine as is described in their ‘request to administer medication’ form, and ‘healthcare plan’. This includes prescribed and non-prescribed medication, including cough sweets, throat lozenges, and cold remedies.**
- **If a child simply turns up with medication it will not be administered and the parent will be informed. In certain cases the child may need to be sent home.**
- All medications will be stored in the office medication cabinet or staffroom fridge as appropriate. However parents should be encouraged to ask their doctor or dentist, where possible to prescribe medication in dose frequencies which enable it to be taken outside school hours. (Guidelines: There is no problem when medication is prescribed for three times per day, as doses may be taken before school, after school and at bedtime. Four doses would include a midday requirement which would need the request form to be completed.)
- The child is then responsible for being in the office at the correct time and giving themselves their medication, if possible, with the staff member only acting as observers. With younger children a member of staff is authorised to administer the stated dose.
- Parents are encouraged to come into school and administer the medication themselves.
- Children who have extreme allergic reactions to some food i.e. nuts, fish, or dairy products – ANAPHYLAXIS – will carry their EPI-PEN with them and/or have one in the office. If an attack does take place then an ambulance should be called

immediately and parents contacted, and a trained member of staff may administer one or two doses as needed.

- If pupils refuse to take medication, then the parents should be informed immediately and if necessary the emergency services called.
- Staff should always take normal precautions to avoid infection and must follow basic hygiene procedures. Protective gloves should be worn when dealing with spillages of blood or other body fluids. Gloves can be obtained from the office and each departmental First Aid box.
- Staff should not dispose of medicines. Parents should collect medicines held at school at the end of each term and be responsible for ensuring that any medication in school is not out of date. They should also be responsible for changing empty medicine containers.
- Teaching staff should be given a list detailing names, condition and medication of children with medical needs in each class. **This list should be discussed with classroom assistants, lunch break supervisors and students involved with the class.**

### **Assessment of Request**

Following receipt of a 'request to administer medication' form the Headteacher or Deputy Head will discuss with the office staff the nature of the request and whether or not they are willing to administer the medication. The Headteacher will also identify whether staff are competent to administer the required medication.

(Staff are deemed competent to administer medication in tablet form orally or as medicine orally but must have received training in any medical techniques required, e.g. use of EPI-PEN for anaphylaxis.)

### **Health Care Plans and Forms**

A 'request to administer medication' form must be completed where a course of medication is needed to be administered for up to two weeks to enable a child to return to school.

Long Health Care Plan – Where a child needs medication for a long-term medical need – e.g. asthma. Each care plan will be reviewed termly or when necessary.

### **Prescription Medication**

The school will only accept prescription medication for a pupil when:

- The medication has been brought into school by an adult with parental responsibility for the child.
- The medication is in an appropriate prescription pack that is clearly and correctly labelled.
- The pharmacist's name and details are clearly indicated.
- The pupil's name and address are clearly indicated.
- The container has not been tampered or interfered with in any way.
- The exact dosage regime is specified.
- The dosage makes it clear that the medication must be taken during school hours i.e. 'four times a day', 'before / after meals', 'when necessary' etc.
- The adult with parental responsibility signs a consent form enabling staff to administer medication to their child. The details on the form must match the details in the medication record and the prescription.

**If the school is unsure of the source or purpose of the medication staff should refuse to accept it.**

### **Non-Prescription Medication**

The school will not accept non-prescription medication. If needed, parents/guardians will be asked to come into school to administer non-prescription medication to their child.

### **Recording Procedure**

When a medication has been accepted:

- The child's name, date of birth, address and parents contact details should be clearly recorded.
- It should be recorded in the approved bound medication register, noting the name of the medication, the quantity supplied and by whom.
- Each dose administered should be recorded.

### **Storage Procedure**

All medications will be stored in the office medication cabinet or staffroom fridge as appropriate. Inhalers are kept in each departments lockable cupboards.

### **Emergency Treatment**

- In an emergency an ambulance should be called.
- If it is not an emergency the parents should be contacted first and offered the option of calling an ambulance or of taking their child to hospital themselves.
- If the parents are not available an ambulance will be called and a member of staff should accompany the child and should remain at the hospital until a parent arrives.
- Generally staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. In those circumstances the member of staff should be accompanied by another adult and have appropriate public liability vehicle insurance.

### **Staff Liability**

**There is no legal requirement on staff in schools to administer medication to pupils** but there are a number of legislative requirements whose effect, in practice, has resulted in school staff administering medication.

Primarily there is a legal requirement to educate children. Consequently schools need to make arrangements to allow children with medical needs to attend school where practicable. Once in school pupils are owed a 'duty of care' and staff also act in 'loco parentis'.

**The prime responsibility for a child's health however lies with the parents.**

For more information read Darlington Borough Council Statement of Policy on the Administration of Medication.

Reviewed by Governors: June 2010

Review date: June 2012 or sooner as required.