

Medication Policy

Medication Policy

Aims and Overview

This policy sets out the rules and requirements for the administering of any type of medication within the school, or during external school visits, whether day trips or overnight visits.

It is the policy of the School not to administer medication to children unless it is an essential medical need. Parents are required to administer prescribed medication outside of school wherever possible. The School would not expect to undertake the administration of medicines where intimate contact is necessary or where technical or medical knowledge or expertise is required unless a Health Care Plan is drawn up. This will take place after consultation with parents, family and health professionals. Parents must seek the Head of School's permission for medicines to be administered to their child. A form giving permission and a labelled, measured dose needs to be provided by the parents if it has been deemed necessary for staff to administer medicine.

Any agreement to administer medication is voluntary and the school accepts no responsibility for any incident arising from administering of medication. Nevertheless, where the school agrees to administer medication, staff will take the greatest care to follow the procedures and measurements outlined, and informed to us, by parents.

Where the school agrees to administer medicines or carry out other medical procedures, staff will receive appropriate training and support from health professionals. They will be made aware of the correct procedures to follow in administering medicines, and in procedures in the event of a child not reacting in the expected way.

Responsibilities

The Head of School

HoS is responsible for ensuring parents complete the necessary forms before the nurse dispenses any medication.

The HoS should speak to parents, to set up a Health Plan, in consultation with the School Nurse, should one be necessary, such as for students with a long term issue.

The HoS should notify relevant teachers, and inform them to update their teacher folders with medicine information, including a copy of the medicines form which will be completed by the parents.

School Nurse

The nurse is responsible for the day to day care of all medicines, and in most cases the careful dispensing of medicines to students.

The nurse is responsible for ensuring the accuracy of parents forms, in particular correct dosages, and should highlight in any instance when she believes there may be an error in the dosage information.

The nurse will check each dosage carefully before administering, keeping a record of the dates and times when each medicine is administered.

Medication Policy

Teachers

Teachers are responsible for ensuring they are aware of, and keep up to date with, the health care needs of all the students under their care.

Teachers must not administer any medicines unless training had been given, or allow students to self-administer medicines unless parental permission has been given through the correct school forms.

Parents

Parents are responsible for informing the school accurately about the requirements for medication and for informing the school about any changes. Forms must be filled out in full by parents, and signed by parents, before any medicine is administered within school or on school excursions.

Procedures

Administering Medicines

If medication needs to be administered at set times during the school day, the following arrangements will be made by the school with the parent or guardian to allow the school to take on the responsibility:

1. The parent or guardian will be asked to complete the parent consent form giving all the relevant details. In so doing, the parent/guardian consents to the school administering medication to their child for the duration of the course of medication. A copy of the parental consent form will be kept in the school office.
2. For pupils requiring regular doses of medicine on a long-term basis (e.g. in the case of chronic illness), the parents will be asked to discuss the implications of the illness with the Head of School and any relevant teacher, and a decision will be made as to the arrangements necessary to administer the medication and support the child. Parents will be asked to complete a consent form for the school for the administering of the medication and a Healthcare Plan may be drawn up.
3. Medicines should always be provided in the original container as dispensed by a pharmacist and include the name of the child and the prescriber's instructions for dosage and administration. School will not accept medicines that have been taken out of the container and will not make changes to dosages on parental instruction.
4. Some pupils with chronic complaints may well be taking responsibility for administering their own medicine, including inhalers. In these cases a parental consent form together with clear instructions, must be completed, and parents must liaise closely with the child's class teacher.

Non-Prescribed Medicines

Non-prescribed medication is not permitted in school (including painkillers such as Paracetamol e.g. "Napa", ibuprofen and aspirin) and must not be brought to school by pupils. Cough/throat sweets, "Strepsils" etc. are not to be brought to school by pupils.

Should the school nurse indicate pain killers are required by a student, she will contact the parents, after confirmation with the Head of School.

Safe Storage of Medicines

The school will only store and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions; this includes medicines that

Medication Policy

need to be refrigerated (school refrigerator in the school office). Children will be informed where their own medicines are stored. All emergency medicines, such as asthma inhalers and adrenaline pens “epipens”, will be readily available to children and will not be locked away.

Receiving/returning medicines

Medicines will be received at the start of the school day via the school office. Consent forms must be completed by the parent/guardian at this time. Medicines will be returned to the parent/guardian at the end of the school day via the school office.

Emergency Medicines

If a pupil requires emergency medicines (inhalers, “epipens” etc.), the parents / carers must inform the school and complete a parent consent form. An inhaler must be in school, at all times. It is the responsibility of the parent /carer to ensure that the medicine is not out of date. Parents / carers need to inform the school by letter if the pupil no longer requires their emergency medication. Parents are required to sign an Inhaler form notifying the school of what triggers asthma attacks, required dose etc.

Training

Any specific training required by staff on the administration of medication (e.g. adrenaline via an “epipen”) will be provided by or through the school nurse. Staff will not administer such medicines until they have been trained to do so. The school will keep records of all staff trained to administer medicines and carry out other medical procedures. Training will be updated as appropriate.

Offsite visits

All staff supervising visits should be aware of any medical needs, medication to be administered and the relevant emergency procedures. Where necessary an individual risk assessment should be drawn up. It should be ensured that a member of staff who is trained to administer any specific medication accompanies the pupil and that the appropriate medication is taken on the visit.

Hygiene and Infection Control

When administering medication, all staff will follow the guidance provided by World Health Organisation on the prevention of contamination from blood borne viruses.

Related Policies:

This policy one of the Health and Safety Policies for the School

Approvals and Dates

Board Approval Date:

Chairman Signature:

Date of Implementation: 29/09/2019

Date of Review: Sept 2020