



**Olveston CEVC primary School**  
**Administering of Medicines Policy**

**Introduction**

There is a need for a clear policy dealing with the issue of medicines and children with medical needs in school. This should be understood and accepted by staff, parents/carers and children so that problems and queries can be dealt with quickly, efficiently and with no misunderstandings. This policy is available for all who wish to see it.

**Rationale**

Prescription medicines often need to be given during school time. For many children this will only be over a short period of time but for some children their medical needs may require medication to be administered regularly. In both cases parents/carers, schools and medical personnel work together to ensure the best health for the individual child and their continued and continuing education.

**Aims**

To ensure proper care and support for children who need to take medicine or need medical attention in school.

To enable regular attendance at school.

To provide information to parents/carers and staff and to establish regular procedures for the administration of medicines.

**Responsibility**

The Governing Body has general responsibility for all school policies.

The Headteacher is responsible for:

- the implementation of the policy
- for the support and training of staff
- day to day decisions regarding the giving of medicine

The parent/carer is responsible for:

- making sure that their child is well enough to attend school
- for providing sufficient information about the medical needs of their child
- ensuring that medicines are properly supplied in a container labelled with the child's name, dosage and frequency of administration.

School teachers' conditions of employment do not include the giving of medicine. This is entirely voluntary. They are responsible with the Headteacher for the storage of medicines, checking that they are correctly supplied and should be aware of possible side effects and the procedures for emergencies.

## **Authorised Adults**

The Headteacher accepts responsibility for staff to give medicine or to supervise children taking medicine.

Staff authorised to give medicines are:       The Head Teacher – Miss F. Bertham

In the absence of these or in special cases one of the following have volunteered to give medicine:   Mrs A. Luke

Where possible children will take their own medication under the supervision of the authorised adult.

## **Medicine**

Only medicine prescribed by a doctor will be given. This includes inhalers.

Medicine will only be given to the child named on the container and in the dosage stated. (A spoon should be provided)

Only a current course of medicine will be given.

Medicine will only be given with the consent of the parent. A consent form with additional information must be signed by a parent/carer before medicine is administered. (Appendix 1)

If there is a request from parents/carers for a child to have e.g. mentholated sweets, during the school day, these will be kept by the teacher and given as appropriate.

## **Exceptions**

Prescribed medicine will not be given where the timing of the dose is vital and where mistakes could lead to serious consequences.

If a child refuses to take medicine no member of staff will force them to do so. Parents/carers will be informed as soon as possible of the problem.

## **Storage**

Medicine brought into school must be given personally to the Head Teacher (or Deputy Head in HT absence). This includes inhalers, where these are used under supervision or must be given to the child. Older children are allowed to look after their own inhalers and use them as appropriate. If necessary, the class teacher may be given an inhaler for safe keeping and for immediate access should they be necessary.

The school will not store large amounts of medicine and this will not normally be stored overnight. Inhalers may be stored in school where a child has a spare at home.

Medicines must be in the original container and labelled with the child's name and the dosage required. Medicines will be stored in the Head Teacher's office.

Staff will not dispose of medicine. Parents/carers will collect medicines such as inhalers at the end of each term and they are responsible for the safe disposal of out of date medicine.

### **Recording**

Staff who volunteer to give medicine in school should make a record each time medication is given to a pupil. This protects staff and is proof that procedures have been met.

### **Long Term Medical Needs**

The school must have full information about the medical needs of a child before they start school or as soon as the need is recognised. Where parents/carers cannot give full information this will be obtained from the relevant professional and training will be obtained if necessary. The school will make a record of the health care needs of children with long term medical needs.

Where possible children should participate in the PE curriculum unless otherwise stated in their health record. Certain changes may need to be made to accommodate the needs of such children. Medication should be accessible e.g. inhalers. Similarly on school visits, medication will be carried out and any additional arrangements will be made. We reserve the right to refuse to take children on a school visit. (see Out of School Visits Policy) if we feel that medical needs are a safety risk. However, we would inform the parents/carers and make appropriate arrangements for the child in school.

### **Hygiene**

Staff who give medicine are familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Disposable gloves are available and great care is taken with accidents dealing with spillages of blood or other body fluids.

### **Emergency Procedures**

In the event of an emergency qualified first aiders will be called and the necessary immediate care of the child will be assessed. The Head Teacher (or Deputy Head upon the absence of the HT) will follow emergency procedures as required. Parents/Carers will also be contacted.

In the event of a minor accident parents/carer or responsible adults will be contacted and asked to take any further action such as visit to doctors or the hospital.

In the event of the need to call an ambulance then the child would be accompanied by a member of staff and the parents or responsible adult contacted as soon as possible. The member of staff will stay with the child until the parent/carer or other adult arrives.

Transporting children to hospital by private vehicle should not be undertaken if at all possible. Where it is unavoidable then they should be accompanied by another member of staff and should have public liability vehicle insurance.

Date: March 2010

Review Date: March 2012

Sample Record Card

Name		D.O.B.		Tel. No.		G.P.		G.P.'s Tel. No.			
				Home: Emergency:							
Medicine		Appearance		Dose		Additional Instructions		Staff Member(s) Responsible			
						1. 2.					
Date		Time		Signature		Date		Time		Signature	

Details Agreed: \_\_\_\_\_

Parent(s)

Headteacher

**ADDITIONAL INFORMATION FORM**

If you have ringed anything other than a) in parts 1 and 2 of the Health & Emergency Contact Form you should complete the relevant section(s) below or arrange to contact the school and discuss the situation. Please complete all of the relevant sections even if there is some duplication

Please note this information will be kept confidential until a decision is made on whether the medical needs can be supported at school but subsequently, information will be communicated to staff and volunteers as necessary to ensure your child's safety.

<b>A) Request for child to self administer medication</b>
Please provide the following information on your child's medical condition
What is the medical condition?
What medication will your son/daughter bring to school?
Please indicate what constitutes an emergency situation for your child. (That is when something other than normal care will be required.)
Any other information which you feel is relevant

<b>B) Request to assist with the Administration of Medication</b>
Please provide the following information on your son/daughters medical condition
What is the medical condition?
What medication will your son/daughter bring to school?
Please indicate what constitutes an emergency situation for your child. (That is when something other than normal care will be required.)
Any other information which you feel is relevant

<b>C) Request to assist with Medical Techniques</b>
Please provide the following information on your son/daughters medical condition
What is the medical condition?
What medical techniques will staff be expected to assist with?
Please indicate what constitutes an emergency situation for your child. That is when something other than normal care will be required.
Any other information which you feel is relevant

<b>D) Request to assist in the management of your child's allergy/ies</b>
Please provide the following information on your son/daughters allergy/ies
What is your child's allergy/ies?
What support will be required to manage the allergy/ies?
Please indicate what constitutes an emergency situation for your child. (That is when something other than normal care will be required.)
Any other information which you feel is relevant