

Policy for the Administration of Medication in School

Moneynick Primary School

March 2017



Signed: _____ (Principal)

Date: _____

Signed: _____ (Chair)

Date: _____

GENERAL STATEMENT FROM THE BOARD OF GOVERNORS

The Board of Governors and staff of Moneynick Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The administration of medicines is ultimately the responsibility of parents and those with parental responsibility.

Moneynick Board of Governors recognise that the principal and teachers are not contractually required to administer medicines to pupils and that anyone who has agreed to do so is acting in a voluntary capacity.

Please note:

- **Parents should keep their children at home if they are acutely unwell or infectious**
- **Staff will not administer any non-prescribed medicine**
- **It is now accepted that the dosage of many medicines can be arranged to permit medicine to be given to children before or after school. Parents should make this request to their GP and should only ask for medicine to be administered in school when this option is unavoidable**

POLICY

The principal will accept responsibility in principle for their staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so and where parents have provided all the information required as set out below.** (This must be done by completing the appropriate forms: these may be received upon request from the school office).

- Parents are responsible for providing the principal with comprehensive information regarding the pupil's condition and medication
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

See **FORM AM2**

- Staff will not give non-prescribed medicine to a child
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time)
- Each item of medication must be delivered to the principal by the adult with parental responsibility, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:
 - pupil's name
 - name of medication
 - dosage
 - frequency of administration
 - date of dispensing
 - storage requirements (if important)
 - expiry date

The schools will not accept items of medication in unlabelled containers.

- Medication will be kept in a secure place, out of the reach of pupils
- The school will keep records, which they will have available for parents
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency

- It is the responsibility of the parents to notify the school in writing if the pupil's need for medication has ceased
- School staff will not dispose of medicines. Medicines which are in use and in date should be collected by the parent at the end of each term
- The school will not make changes to dosages on parental instructions
- Date-expired medicines or those no longer required for treatment will be returned to the parent for transfer to a community pharmacist for safe disposal
- For each pupil with long term or complex medication needs, the principal will ensure that a Medication Plan is drawn up, in conjunction with the appropriate health professionals
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance
- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it is not possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed
- All staff will be made aware of the procedures to be followed in the event of an emergency
- The school will maintain records on the administration of medication. See **FORM AM4**
- All staff who may be responsible for relevant pupils throughout the school day will be provided with training and advice

INDEMNITY POLICY

(‘Supporting Pupils with Medication Needs’ DENI/DHSSPS 2008)

If a member of staff administers medication to a pupil or undertakes a medical procedure to support a pupil and as a result expenses, liability, loss, claim or proceedings arise, the employer will indemnify the member of staff, provided all of the following conditions apply:

- the member of staff is a direct employee
- the medication/procedure is administered by the member of staff in the course of or ancillary to, their employment
- the member of staff follows:
 - the procedures set out in this guidance
 - the procedures outlined in the pupil’s Medication Plan or written permission from parents and directions received through training in the appropriate procedures
- except as set out in the note below the expenses, liability, loss, claim or proceedings are not directly or indirectly caused by and do not arise from fraud, dishonesty or a criminal offence committed by the member of staff.

NOTE: this condition does not apply in the case of a criminal offence under Health and Safety legislation

ROLES AND RESPONSIBILITIES

PARENTS

Parents are responsible for:

- ensuring that their child is well enough to attend school
- making the school aware that their child requires medication
- reaching agreement with the school principal on the role of the school
- providing the principal with original written evidence about their child's medical condition and treatment or special care needed at school
- Parents are responsible for providing the principal with comprehensive, written information regarding the pupil's condition and medication. See **FORM AM1**
- notifying the school in writing if the pupil's need for medication has ceased
- ensuring any changes in medication or condition are noted promptly
- providing sufficient medication and ensuring it is properly labelled
- the renewing of the medication when supplies are running low and to ensure that the medication supplied is within its expiry date
- disposing of their child's unused medication
- giving written permission for the pupil to carry his/her own medication. See **FORM AM3**

THE PRINCIPAL

Day to day decisions with regard to support for pupils with medication needs will normally fall to the school principal. The principal should seek advice from the School Health Service/Designated Medical Officer if there are concerns about whether or not the school can meet a pupil's medication needs.

The principal is responsible for:

- the operation of this Policy within school and ensuring that parents are aware of the school's policy on dealing with medication needs
- dealing sympathetically with a request
- ensuring that parents' cultural and religious views are always respected
- ensuring that all staff are aware of the policy and procedures
- ensuring that all staff in contact with the pupil are informed about the child's condition, how to assist in meeting their needs, aware of the procedure for coping with a related medical emergency and are given appropriate support, advice and specialist training where necessary
- ensuring that medications are stored safely in a secure place
- ensuring that accurate records are maintained
- ensuring that substitute teachers know about individual medication needs

TEACHERS

The teacher is responsible for:

- understanding the nature of a pupil's medical condition and being aware of when and where the pupil may need extra attention
- being aware of the likelihood of an emergency arising and the action to take if one occurs
- taking part in appropriate training and being aware of the possible side effects of the medication and resultant necessary action
- supervising pupils who self-administer medication, if this is required

EDUCATIONAL TRIPS

A copy of any Medication Plan plus required medication must be taken on visits. It may be appropriate for an additional supervisor or parent to accompany a particular pupil.

SPORTING ACTIVITIES

At times, physical activity may have to be modified for a particular pupil. Pupils should be allowed immediate access to their medication if necessary, for example a pupil with asthma may need to use their inhaler before or after exercise.

CONFIDENTIALITY

Medical information regarding a pupil will be confidential. The school principal will determine, with parental permission, who else will have access to records and information about a pupil's medical needs.

It is important that a teacher does not disclose details of a child's condition to other pupils without the consent of the principal (who will have received parental consent previously). When consent is given, the situation should be handled as sensitively as possible.

Co-ordination of Information with Transferring Schools

The school principal will be responsible for the co-ordination and sharing of information with other schools when transferring to secondary school or moving to another school, and after having consulted with parents.



Form AM1

MEDICATION PLAN FOR A PUPIL WITH MEDICAL NEEDS

Date _____ Review Date _____

Name of Pupil _____

Date of Birth ____ / ____ / ____

Class _____

National Health Number _____

Medical Diagnosis _____

CONTACT INFORMATION

1 Family Contact 1

Name _____

Phone No (home/mobile) _____ / _____

(work) _____

Relationship _____

2 Family Contact 2

Name _____

Phone No (home/mobile) _____ / _____

(work) _____

Relationship _____

3 GP

Name _____

Phone No _____

4 Clinic/Hospital Contact

Name _____

Phone No _____

Plan prepared by

Name _____

Designation _____

Date _____

Describe condition and give details of pupil's individual symptoms

Daily care requirements (e.g. dietary, before PE)

SCHOOL USE ONLY Members of staff trained to administer medication for this child
(state if different for off-site activities)

Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

I agree that the medical information contained in this form may be shared with individuals involved with the care and education of _____

Signed _____ Date _____
Parent/carers



Form AM2

REQUEST FOR THE SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and unless the principal has agreed that school staff can administer the medicine.

DETAILS OF PUPIL

Surname _____ Forename(s) _____
Address _____

Date of Birth ____ / ____ / ____
Class _____
Condition or illness _____

MEDICATION

Parents must ensure that in-date, properly labelled medication is supplied.

Name/Type of Medication (as described on the container)

Date dispensed _____
Expiry Date _____
Full Directions for use, including dosage and method

NB: Dosage can only be changed on a doctor's instructions

Timing _____
Special precautions

Are there any side effects that the school needs to know about?

Self Administration: Yes/No (*delete as appropriate*)

PROCEDURES TO TAKE IN AN EMERGENCY

CONTACT DETAILS

Name _____
Phone No (home/mobile) _____/_____
(work) _____
Relationship to Pupil _____
Address _____

I understand that I must deliver the medicine personally to the principal and accept that this is a service, which the school is not obliged to undertake. I understand that I must notify the school in writing of any changes.

Signature(s) _____ Date _____

AGREEMENT OF PRINCIPAL

I agree that _____ (*name of child*) will receive
_____ (*quantity and name of medicine*) every day at
_____ (*time*).

This child will be given/supervised whilst he/she takes their medication by
_____ (*name of staff member*).

This arrangement will continue until _____ (*either end date of course of medicine or until instructed by parents*).

Signed _____ Date _____
(*The Principal/authorised member of staff*)

The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to administer medication to the named pupil.



Form AM3

REQUEST FOR PUPIL TO CARRY HIS/HER MEDICATION

This form must be completed by parents/carers.

DETAILS OF PUPIL

Surname _____ Forename(s) _____
Address _____

Date of Birth ____ / ____ / ____
Class _____
Condition or illness _____

MEDICATION

Parents must ensure that in-date, properly labelled medication is supplied.

Name of Medicine _____
Procedures to be taken in an emergency

CONTACT DETAILS

Name _____
Phone No (home/mobile) _____/_____
(work) _____
Relationship to child _____

I would like my child to keep his/her medication with him/her for use as necessary.

Signed _____ Date _____
Relationship to child _____

AGREEMENT OF PRINCIPAL

I agree that _____ (*name of child*) will be
allowed to carry and self administer his/her medication whilst in school and
that this arrangement will continue until _____
(*either end date of course of medication or until instructed by parents*).

Signed _____ Date _____
(*The Principal/authorised member of staff*)

The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to the named pupil carrying his/her own medication.



Form AM4

RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

CHILD'S DETAILS	
Surname	
Forename(s)	
Date of Birth	
Class	
Condition or illness	

DETAILS OF MEDICATION	
Date medicine provided by parent	
Name and strength of medicine	
Quantity received	
Expiry date	
Quantity returned to parent/ carer	
Dose and frequency of medicine	

When provided, checked by:

Staff signature _____

Signature of parent _____

ADMINISTRATION OF MEDICATION			
Date	___/___/___	___/___/___	___/___/___
Time given			
Dose given			
Any reactions			
Name of member of staff			
Staff initials			

Date	___/___/___	___/___/___	___/___/___
Time given			
Dose given			
Any reactions			
Name of member of staff			
Staff initials			