

Clyro Church in Wales Primary School



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Primary School**

Administration of Medicines

Reviewed May 2022

Introduction

There has been increasing concern in recent years with regard to the extent to which teachers should become involved in administering various forms of medication to pupils. While teachers in schools act “in loco parentis”, there is no obligation to either administer medicines regularly or to supervise children taking them. Teachers generally do their utmost to make provision for children who are ill, but ultimately would not do so if this in any way jeopardized the safety and welfare of any child in their care. Teachers will always be prepared to help when an accident or emergency situation arises - by contacting parents/guardians or by calling a doctor or ambulance. The aim of this policy is to clarify areas of responsibility and to lay down procedures for administering medication to children.

Teachers have a professional duty to safeguard the health and safety of pupils both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. This does not imply a duty upon teachers personally to undertake the administration of medication. Indeed, it is important that teachers do not take responsibility for administering any medication which, if administered incorrectly or for other reasons, could have a damaging effect on a child.

This policy outlines provision for administering medicines in our school. The school policy for this provision reflects the consensus of opinion of the whole teaching staff. It has been drawn up as a result of staff discussion and has the agreement of the Governing Body and teachers.

The implementation of this policy is the responsibility of all staff at Clyro School.

General Principles

The administration of medicine is the responsibility of parents and carers. No teacher can be required to administer medication or drugs to a child. However, in certain circumstances and with the parent's written permission, the staff would be willing to supervise and administer prescribed medicines. These medicines must have been prescribed by a doctor and be clearly labelled. Any other medicines that have not been prescribed cannot be administered to your child. No child will be given medicine without their parent's written consent; this should be completed on a medicine form available from the folder in the staffroom. A record will be kept of any prescribed medicines administered to children by members of staff. The record book is kept in the staffroom/first aid room. Medicines should only be brought into school where it would be detrimental to a child's health if they were not administered during the day.

Children suffering from short-term ailments who are clearly unwell should not be in school and the head teacher has the right to ask parents to keep them at home. Staff will not administer non-prescribed medicines (e.g. cough medicines, aspirin) to any pupils except in exceptional circumstances e.g. residential visit and only with parent's signed consent.

The school will help any child with chronic illness or disability to lead as normal and happy a life at school as possible and it may be necessary for some children to take prescribed medicines during school hours.

Self-Management

Pupils will be encouraged to take responsibility for managing their own medicines from an early age depending on the maturity and ability to do so for each individual child. When making a decision to transfer responsibility to the child, Health professionals will need to assess in consultation with parents/carers and the child and look at an appropriate time to make this transition. There may be circumstances when it will not be appropriate at any age for some children. Staff should supervise pupils who administer medicines themselves. For long term medical needs, a health care plan should be written, involving the parents and relevant health care professionals.

Refusing Medicines

A child should not be forced to take a medicine if she/he refuses to take it. Staff should note this in the records and follow agreed procedures:

- Note refusal on form.
- Inform parents as soon as possible on the same day.

If refusal to take the medicines results in an emergency, the school's emergency procedures should be followed.

Good practice

Where medicines are to be administered by staff in school - a written instruction should be received from the parent or doctor. This should specify the medication involved, circumstances under which it should be administered, frequency and level of dosage. The form for this purpose is available from the folder in the First Aid room/staffroom.

A standard practice will be followed when administering medicines:-

- refer to the written instruction received by the school
- check the prescribed dose
- check expiry date
- check the prescribed frequency of the medicine
- measure out the prescribed dose and check the child's name again (for liquid medicines parents should provide measuring spoons)
- complete and sign a record sheet when the child has taken/been given the medicine
- if uncertain, do not give but check with the child's parents or doctor

It is the responsibility of the Headteacher to ensure medicines are stored safely. Medicines must be kept in the container supplied which must be clearly labelled

with the name of the child and instructions for usage. Some medications (e.g. liquid antibiotics, insulin) may need to be kept in a refrigerator but must not be frozen. These medicines will be placed in a suitable container/bag and marked "medicines" in a fridge in the staffroom within the school.

General

MEDI ALERTS: Some children wear bracelets or necklaces which alert others to their medical condition in an emergency. As with jewellery, these items are a potential source of injury in games or certain practical activities. In appropriate circumstances they should be covered with sweatbands or removed temporarily.

IMPAIRED MOBILITY: Providing the approval of the GP or consultant has been given there is no reason why children wearing plaster casts or using crutches should not attend school. Safeguards and restrictions will be necessary on games or practical work to protect the child or others. Similarly, some relaxation of normal routine in relation to movement around the school may need to be made in the interests of safety.

EMPLOYEE'S MEDICINES: Staff may need to bring their own medicines into school. They have a clear personal responsibility to ensure their medicines are not accessible to children.

STAFF PROTECTION: Practical and common sense hygiene precautions will minimise the risk of infection where contact with blood or other body fluids is unavoidable. Staff administering first aid should wear protective gloves and other appropriate equipment including plastic aprons.

EDUCATIONAL VISITS:

Clyro C in W School encourages children with medical needs to participate in safely managed visits. Planning arrangements for visits should include the necessary steps to enable children to participate fully and safely. Risk assessments may also be carried out.

Considerations such as additional safety measures may be required: Additional adults to accompany the child; arrangements for the taking of necessary medicines; relevant emergency procedures. A copy of the health care plan should be taken on any visits in case of an emergency.

Parental views and medical advice from the schools' health service or GP should be sought where staff may be concerned about whether they can provide for the safety of the child or other children on a visit.

SPORTING ACTIVITIES:

Most pupils with medical conditions will be expected to participate in physical activities and extra-curricular sport. Any restrictions on a child's ability to participate in PE should be recorded on the individual health care plan. All adults will be made aware of issues of privacy and dignity for children with particular needs. Asthma pumps should be fully and easily accessible during sporting activities.

Supervising staff will need to consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

MEDICINES LIKELY TO BE BROUGHT INTO OR USED AT SCHOOL

Non-prescribed medicines

Staff will only administer prescribed medicines. Parents wishing to administer cough medicines, paracetamol, etc. will be asked to come into school to administer them themselves.

Prescribed Medicines

Prescribed medicines will be stored in the staffroom, out of reach of other pupils. Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day and will be kept in the First Aid room.

Antibiotics: A child taking antibiotics can recover quickly and be well enough to attend school but it is essential that the course of treatment is completed. In these circumstances, antibiotics may be administered if family members are unable to attend (following Powys and WAG Guidelines).

Inhalers: A child with asthma may have an inhaler, which may need to be used regularly or before exercise, or when the child becomes wheezy. Whenever possible the child should take responsibility for his/her own inhaler which should be marked with his/her name. Inhalers are very safe and it is unlikely that a child using another child's inhaler will come to any harm. Adult supervision will be provided and where needed, staff will administer medication. This is recorded by a member of staff and a form should be completed with written parental consent if your child has an inhaler.

Epi-pen: A growing number of children are being identified by the medical professional as having severe conditions that could require the emergency administration of an Epi-pen. If needed, regular staff training and updates will be arranged for both teaching and associate staff. All classes update a class list and clearly identify where the necessary medication is stored. All documentation and dates are regularly checked. In the event of an Epi-pen needing to be administered, an ambulance will also be called.

Maintenance drugs: A child may be on medication (e.g. insulin) for a condition that requires a dose during the school day. The forms and parental consent should again be given to the school.

Unusual administration: The necessary administration of e.g. injections, rectal diazepam etc. would have to be given very careful consideration by the staff concerned. An informed decision would be taken after professional guidance by the health service before the school would accept the commitment. Parents must provide the school with maximum support and assistance to help the school accommodate the child's needs.

Life threatening conditions

Where children are suffering from life threatening conditions, parents and healthcare professionals should arrange to meet the class teacher and outline clearly what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child. This should then be put in writing to make the whole staff aware.

Other parental responsibilities

Parents must ensure that teachers are made aware in writing of any medical condition suffered by any pupil in their class. The Headteacher will ideally always seek parental agreement before passing on information about their child's health to other staff. Sharing of information is important in providing the best care for the child.

Changes in prescribed medication (or dosage) must be notified immediately to the school, with clear written instructions of the procedure to be followed in storing and administering the new medication.

Parents are responsible for ensuring that medicine supplies are renewed and that e.g. epi-pens/inhalers, are kept in date and replaced when the expiry date has lapsed. Parents are responsible for disposing of medicines, although the school will support the parents in this.

Staff Training

The Headteacher will ensure that staff receive proper support and training where necessary. Staff with children with medical needs in their class or group will be informed about the nature of the condition, and when the children may need extra attention.

Signed:

Date:

Review date: May 2022



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Record of prescribed medication given

Voluntary Supervision of.....
Child name

Date	Daily Dosage	Signature of Volunteer
Signature of Parent:		
Signature of Parent:		
Signature of Parent:		



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Clyro Church in Wales Primary School Request for the administration of prescribed medicine in school

I (name of parent/guardian) of
..... (address) parent/guardian of
..... (name of child in full)
..... (Child's date of birth)
..... (Child's year/class)
..... (Child's health care need)

Hereby request that (Child's name) should receive;

Name of medicine: (as on container)

Date medicine was dispensed if known:

Expiry date if known:

Dose of medicine and method:

Special precautions:

Timing of administration:

Any specific information:

Duration of treatment:

Start date:

End date:

Possible side effects:

I confirm medication administered at home is as indicated below:-

Name of medicine:

Dose of medicine:

Time of administration:

Duration of treatment:

Possible side effects:

Procedures to take in an emergency:

Whilst every effort will be made to adhere to the doses and times etc. noted above, the school will not be held responsible should any error occur and that in any case, where doubts or queries arise no medicine will be administered before satisfactory confirmation is received from parents/guardians. I understand that I must notify the school of any changes in writing.

Signature: Date: