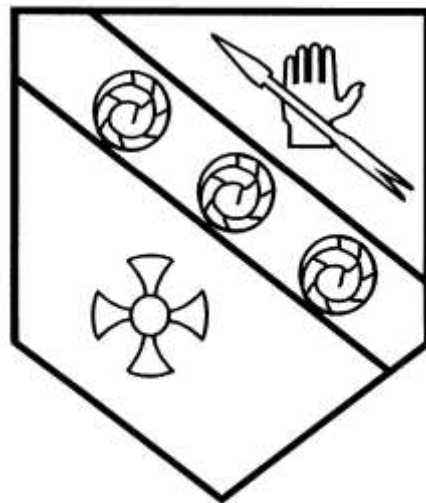


ST HILD'S COLLEGE C OF E AIDED
PRIMARY SCHOOL

Whole School Administration of Medication Policy



"Shine Bright"

St Hild's CE Primary School Vision Statement

"In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

Matthew 5:16

At St Hild's we let the light of Jesus shine through all we do. St Hild shone like a bright jewel. We follow her example, not hiding our light, but letting our unique gifts shine brightly. We are an inclusive, loving community, where everyone is valued and nurtured to grow and fulfil their God-given potential.

At St Hild's CE Primary School, we are committed to working together to provide an inspirational and exciting learning environment where all children can develop confidence, strong moral values and an enthusiasm for life-long learning. We believe that all children should feel happy, safe and valued so that they gain a respectful, caring attitude towards each other and the environment, both locally and globally.

At St Hild's CE Primary School, wellbeing is paramount and everyone is valued and respected, and we are committed to providing an environment that enables full curriculum access that values and includes all pupils, staff, parents/carers and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age, disability, ethnicity, gender, religion and sexual identity. We welcome children of all faiths and none and we believe that every member of our school community should feel valued, respected and treated as an individual.

Christian Ethos

St Hild's CE Primary School is rooted in the Christian tradition. We are committed to nurturing and developing children as rounded, spiritual human beings who understand their role as members of wider communities, locally, nationally and globally. Our children are part of a school that is proud of its values of:

- Community
- Thankfulness
- Forgiveness
- Justice
- Courage
- Love

Rationale

This Policy is written in line with the guidance 'Managing Medicines in Schools and Early Years Settings' from the Department for Education and Skills (March 2005), 'Supporting Pupils at School with Medical Conditions' (DfE December 2015) and our school policies including Supporting Pupils with Medical Conditions, SEND and Inclusion. It is vital that responsibility for child safety is clearly defined and that each person involved with children with medical needs is aware of what is expected of them. Close co-operation between the school, parents/carers, health professionals and other agencies will help provide a suitably supportive environment for children with medical needs.

The administration of medication to children is a parental responsibility, however school staff may be asked to perform this task if required. School staff will not be directed to administer medication to pupils and school staff can refuse to carry out this task unless this would prove life threatening to the child (e.g. anaphylactic shock).

This document provides clear advice to school staff on managing medication in school and puts in place effective systems to support individual pupils. Ultimately no member of staff can be compelled to administer any medicine and the school reserves the right to this course of action if, in the considered opinion of the staff and the Head Teacher, the options being considered are unsafe for either pupil or adult.

Aims

The aims of this policy are:

- To translate Local Authority (LA) guidance into a workable policy and practice for St Hild's CE Primary School.
- To protect those children with medical needs from discrimination under the Disability Discrimination Act (DDA) 1995.
- To ensure that pupils with medical needs receive proper care and support in school.
- To enable regular attendance for all pupils, including those with long term and/or emergency medical needs.
- To ensure all staff understand and work within the legal framework governing medication and drugs.

This policy identifies the necessity of:

- Regular staff training
- Secure storage procedures
- Detailed and up to date record keeping
- Clear roles and responsibilities
- Emergency procedures
- Risk assessment

Entitlement

Parents/carers are responsible for administering medicines to their children. If a child has been unwell and requires medicine to be administered during the school day (e.g. to complete a course of antibiotics), their parents/carers can come to school to administer the medicines to their child. Pupils who are unwell should not be sent to school. The Medicines Standard of the National Service Framework (NSF) for Children recommends that prescribers consider the use of medicines which need to be administered only once or twice a day so that they can be taken outside school hours.

Where parents/carers choose not to come to school during the day to administer medicines to their child themselves, they can request that the medicine is administered to their child by a trained member of school staff. Each request to administer medication at school will be considered on an individual basis and school staff have the right to refuse this request. There is no legal duty which requires school staff to administer medication; this is a voluntary role.

Where pupils require medication on a long term basis, parents/carers are not expected to come to school to administer this themselves unless they choose to do so. Long term and/or emergency medication will be administered by trained school staff in line with an agreed medical needs plan. Staff who provide support for pupils with medical needs, or who volunteer to administer medication, will receive support from the Head Teacher and the pupil's parents/carers. They will have access to regular information and training and reassurance about their legal liability. Advice and training is available to members of staff concerned with the administration of medication by the Primary Care Trust and this will be organised regularly by the School. Staff employed by the LA are fully indemnified against claims for alleged negligence providing that they are acting within the remit of their employment.

St Hild's CE Primary School is fully committed to the inclusion of all pupils and will do all that is practical to help all children, including children with long term and/or emergency medical needs, to benefit from education.

Expectations

Parents and Carers

- Parents and Carers are advised to request that prescribers, where clinically possible, prescribe medication that can be taken outside of school hours.
- Medication that needs to be taken three times a day should be taken in the morning, after school and at bedtime.
- Parents and carers will be given the opportunity to provide the Head Teacher with sufficient information about their child's medical needs if treatment or special care is needed. They will, jointly with the Head Teacher and Positive Futures Worker, reach agreement on the school's role in supporting their child's medical needs.
- If the school agrees to administer medication on a short term or occasional basis, the parent(s)/carer(s) are required to complete a Consent Form (Appendix A). Verbal instructions will not be accepted.
- An Asthma Care Plan (Appendix B) must be complete by parent(s)/carer(s) if a child has a diagnosis of asthma.
- A Care Plan must be completed by parent(s)/carer(s) in conjunction with the school nurse for the administration of emergency medication, medication taken on a regular basis and short term but complex regimes. Care Plans must be reviewed at least annually.
- Parents/carers must ensure there is sufficient medication and that the medication is in date. Parents/carers must replace the supply of medication at the request of the school.
- Where short term medication is needed (e.g. antibiotics), parents/carers are responsible for handing this to the school office at the start of every school day and collecting it from the school office at the end of every school day. Medication must not be transported to and from school by the child.
- Parents/carers are obliged to provide school with up-to-date medical information about their child as part of the data collection return which is issued every September. If their child's medical needs change during the academic year, this information should be shared with school as soon as possible.

The Governing Body

- The Governing Body has general responsibility for this policy and ensures that it follows the health and safety policies and procedures produced by the Local Authority.

The Head Teacher

- The Head Teacher is responsible for putting this policy into practice, for developing detailed procedures and taking day to day decisions as set out in the policy.
- The Head Teacher is responsible for ensuring that staff receive support and training where necessary.
- The Head Teacher must make sure that all parents/carers and staff are aware of the policy and procedures.
- The Head Teacher will reach agreement with parents/carers to identify exactly what support can be provided, seeking advice from the school nurse, the child's GP or other medical advisors where parents'/carers' expectation seems unreasonable.

Teaching and non-teaching staff

- Any member of staff who agrees to accept responsibility for administering medication should have regular appropriate training and guidance.
- These members of staff must only administer medication in line with this policy.
- Staff are required to arrange for the safe storage of emergency medication which is regularly self-administered by pupils in their care.
- All members of staff must notify the Head Teacher immediately if they have any concerns regarding the administration of medication to children in school.

Practice

Medicines will only be allowed in school where it would be detrimental to the child's health if they are not administered during the school day. Non-prescribed medicines will only be accepted in exceptional circumstances and will then be treated in the same way as prescribed medication. Agreement for this must be sought from the Head Teacher in advance. Cough and cold remedies (e.g. medicated sweets) will not be accepted.

If the school agrees to administer medication, the following steps must be taken in all cases:

- Consent Form and, where necessary, Care Plan completed.
- School will only accept prescribed medicines that are supplied in the original container as dispensed by a pharmacist. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump rather than in its original container.
- All medication that is brought into school to be administered must include the prescriber's instructions. Written details must be checked and include:
 - Name of child
 - Name of medicine
 - Dose
 - Method of administration and any specific instructions
 - Any side effects
 - Expiry date
- Non-emergency medication will be stored in a locked cupboard unless refrigeration is required. Refrigerated medication will be stored in an appropriate container in a fridge in the staffroom.
- A record must be kept detailing medicines given to pupils and the staff involved. The administration of medication will be witnessed by a second member of staff (unless in an emergency situation where delaying the administration of the medication could prove life-threatening).
- Short term medication (e.g. antibiotics) must be handed in to the school office by an adult every morning and collected from the school office at the end of every school day. Medication must not be sent into school with the child and it will not be given to the child to take home.
- Long term and/or emergency medication must be returned to the parent(s)/carer(s) whenever:
 - The course of treatment is complete
 - Labels become detached or unreadable
 - Instructions are changed
 - The expiry date has been reached
 - The school year ends
- If a child leaves the school, parents/carers should collect any remaining medication from the school office. Medication that is not collected by parents/carers must be taken by a member of school staff to a pharmacy for safe disposal.
- Emergency medicines (e.g. inhalers) will be stored in the pupil's classroom and will be readily accessible to the child at all times (as appropriate for the age and ability of the child).

Emergency medication held by school

School holds a supply of paracetamol solution (Calpol) which may be administered to children when needed if parental consent is given. All parents/carers must provide written consent in advance. They will then be contacted by telephone if a child is unwell (e.g. has a headache) to obtain permission to administer the medication and to check that the child has not already received a dose of paracetamol that day (e.g. before school).

School holds an emergency inhaler which may be administered to children if required. All parents/carers must provide written consent in advance. They will then be contacted by telephone if a child requires the inhaler to obtain permission to administer the medication. The exception is in the case of an emergency where the inhaler will be administered immediately. Parents/carers will be contacted as soon as possible in this situation.

School holds an auto injector which may be administered to children if required. All parents/carers must provide written consent in advance. If this medication is required, it will be administered immediately and parents/carers will be contacted as soon as possible in this situation.

Consent is obtained for all children in school (Appendix C).

Sun Lotion

Parents/carers are advised to apply sun cream to their child before they come to school each day. Most products will not need to be re-applied during the school day. If re-application is required, parents/carers may supply their child with a new, clearly named bottle of sun lotion with a minimum protection of factor 15. School staff will supervise the application but they will not apply sun cream to the child. Parents/carers must ensure children know how to apply sun cream themselves and must make it clear that the child must not apply their lotion to anyone else. If the child is unable to self-apply, parents/carers can come to school at an agreed time to re-apply the product to their child during the school day if a long term product is unsuitable. This arrangement must be agreed in advance with the Head Teacher.

Emergency Procedures

All situations have to be judged on an individual basis with all staff aware of their roles and responsibilities. Named First Aiders are always present during the school day and would be called on in the first instance. Children understand that in the event of an emergency, they must tell a member of staff immediately.

In emergency situations, medication that has not been authorised according to this policy or has been provided for someone else should not be given unless medical advice has been sought and parental permission obtained, unless the person's life would be in danger without such administration (e.g. unknown anaphylaxis, severe asthma attack).

All staff know how to call the emergency services and should a child need to be taken to hospital, unless the parent/carer is present, a member of staff will accompany them and remain with them until a parent/carer arrives.

The member of staff must take with them all medical information held on file about the child from the school office.

As a general rule, staff should never take children to hospital in their own car however, informed decisions will be taken in each individual emergency situation and parent/carer permission will always be sought where possible.

Individual health care plans include instructions as to how to manage a child in an emergency and identify who has the responsibility in an emergency.

Off-Site Educational Visits

Medication should be carried by the pupil on school trips and sporting events if the normal practice is that they self-administer the medication (e.g. inhalers). All staff members involved in the activities must be aware of the medication needs for individual children. If a child requires medication to be administered by a member of staff during the trip this must be agreed in advance and a Consent Form completed. The implications for which members of staff would then need to accompany the pupil will need to be considered. Further guidance is available 'Guidance for Off-Site Educational Visits' produced by Durham Council.

Policy Review

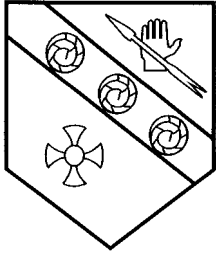
This policy will be reviewed, and updated if necessary, every year or when legislation changes.

Date of Implementation: September 2022

Date of Review: September 2023

Signed Head Teacher: *A Ryder*

Signed Chair of Governors: *J Moss*



St Hild's College

Church of England Aided Primary School

Renny's Lane
Gilesgate Moor
Durham
DH1 2HZ
Tel: 0191 3847451
Fax: 0191 3750176

www.st-hilds.durham.sch.uk

Head Teacher: Mrs A Ryder

Administering Medicine in School Parent/Carer Consent Form

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

DETAILS OF PUPIL

Child's name:

Child's Year Group:

Address:

Male or Female: _____

Date of Birth: _____

Condition or Illness:

MEDICATION

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

For how long will your child take this medication:

Date dispensed:

FULL DIRECTIONS FOR USE

Dosage and method:

Timing:

Special Precautions:

Side effects:

Self-administration:

Procedures to take in an emergency:

CONTACT DETAILS

Parent/carer name:

Daytime Telephone No: _____

Relationship to pupil: _____

Address (if different from above):

I understand that I must deliver the medicine personally to the school office and accept that this is a service which the school is not obliged to undertake.

Signature: _____

Date: _____

Relationship to child: _____

SCHOOL ASTHMA CARE PLAN

TO BE COMPLETED BY THE CHILD'S PARENT/CARER AND RETURNED TO THE OFFICE

Name of Child

Date of Birth Class

Address

Telephone: Home: Work:

General Practitioner: Name:

Telephone:

RELIEF TREATMENT WHEN NEEDED

For sudden shortness of breath, wheeze, cough or chest tightness

Name of treatment

How it is taken

AND/OR

REGULAR TREATMENT TO BE TAKEN IN SCHOOL TIME – eg 10am etc

Name of treatment (and device)

When it is taken

How it is taken

AND/OR

TREATMENT TO BE TAKEN BEFORE EXERCISE

Name of treatment (and device)

How long before exercise it is taken

How it is taken

I confirm that: *(please delete as appropriate)*

a) My child is able to take responsibility for the self-administration of his/her asthma medication and is able to carry his/her asthma device at school.

b) My child is not able to self-administer his/her asthma medication and will require assistance.

I have provided school with the following:

Inhaler - in original packaging

Spacer - labelled with name

Parent/Carer Signature:

Date:

APPENDIX C

Administering Medication in School

If your child takes any regular medication that needs to be administered during school time, please complete an administering medication consent form at the school office.

Emergency Medical Treatment

Welfare Requirement – Safeguarding and Promoting Children’s Welfare

Written parental permission must be requested at the time of the child’s admission to school, to seek any necessary emergency medical advice or treatment in the future while they are in school.

Please read the following agreement and sign your consent below:

- I agree for the registered first aiders in school to provide my child with the most appropriate care and treatment should a medical emergency arise.
- I agree for a registered first aider to accompany my child to hospital in the event of an emergency and a delay in my arrival/my absence.
- In the event of my child requiring hospital treatment/care and a delay in my arrival, I agree for the registered first aiders to authorise any medical professional (e.g. paramedic/hospital staff etc.) to administer essential treatment to my child.
- I understand I will be informed of a medical emergency or accident as soon as possible after the event.

Signed: _____

Date: _____

If you do not give consent to the agreement above, please provide alternative procedures and sign and date below:

I do not agree to the declaration above and would prefer the following procedures to be carried out in the event of a medical emergency: _____

Signed: _____

Dated: _____

Emergency School Auto Injector Device Consent

In the event of an emergency and if my child shows signs of anaphylaxis, I give/do not give (**please circle**) consent for my child to receive treatment from an emergency auto-injector device held by school for such emergencies.

Emergency School Inhaler Consent

In the event of an emergency and if my child displays symptoms of asthma, I give/do not give (**please circle**) consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Emergency School Paracetamol Consent

I give/do not give (**please circle**) permission for 1 dose of paracetamol to be given to my child in the event of a headache, toothache etc. following a telephone call from school.