

# St. John Bosco RC Primary School



Policy for the  
Administration of Pupil Medicines  
/Management of Children's Illness

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# POLICY FOR THE ADMINISTRATION OF PUPIL MEDICINES AND MANAGEMENT OF CHILDREN'S ILLNESS

## Aim:

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

## Overview:

- Children who are generally unwell should not be in school and should not return to school until they are fit to participate in the curriculum as normal (some exceptions are discussed later in the policy).
- Parents are responsible for any medicines their children may need (the school may support the administration of some medicines on request).
- In the event of an illness occurring during the school day; the school will make every effort to contact the parents, or a designated carer, with the view to the child going home.
- Parents are responsible for providing the school with emergency contact numbers and for updating these as necessary.
- Parents must be ready and willing to remove an ill child or make arrangements for care elsewhere. No child would be sent home alone when ill.
- If a child's health needs are likely to affect their normal participation in school life, then it is the responsibility of the parents to inform the school of this fact. This should be done on the admission form when applying to the school, or for subsequent developments, by letter.
- All staff are expected to be responsible for the care of the children's health in the school. As such staff would be expected to exhibit the same level of response as would be expected of a careful and prudent parent in similar circumstances.
- The school has a number of designated First Aiders for dealing with accidental injury. In the case of a children's illness this should be reported to the school secretary. Where it is suspected that a child will need urgent medical attention, for an illness or accident, an ambulance should be summoned on 999 and the Headteacher or Deputy Headteacher informed.
- The Health and Safety committee of the Governing Body, together with the Headteacher, are responsible for ensuring that this Policy and Guidelines are implemented and adhered to.
- All supply staff and visitors who will be working with children must be issued with a copy of details of children with specific ongoing medical needs and any procedures or plans in place to cover those needs.
- Parents are encouraged to provide a hat and sun block for children during the summer months. High factor sunscreens are available which are long lasting and will provide protection for children through the lunch period even when administered in the morning. Children may bring sunscreen to school for self administration. Staff will apply sunscreen in exceptional circumstances (ie. There is extreme sensitivity to the sun and the child is too young or has special needs which prevent self application)
- Children are encouraged to bring a water bottle to school everyday but particularly so in the hottest months.
- Parents are strongly encouraged to administer medicines to their children outside of the school day.
- Medicines will only be administered on the school site when there is no other alternative, and when failure to do so would be of detriment to the child's health.
- Non-prescription medicines will **never** be administered by a member of staff.
- Parents must complete a **consent form** before any medicines are administered on site.
- Staff must keep a record of any medicines administered on site.
- Medicines must be kept in the labelled containers in the school office or staff room refrigerator (where refrigeration is necessary).

## SPECIFIC POLICIES AND PROCEDURES

### ILLNESS IN SCHOOL

A child will be allowed to attend school whilst unwell if suffering from a chronic illness and on advice from the School Health Service would benefit from leading as normal and happy life as possible.

### MEDICINES IN SCHOOL

- Medicines should only be taken into School when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'.
- The School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines will always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- The School will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable them to be taken outside school hours. Parents are encouraged to ask the prescriber about this. **It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.**

Prescribed medicines will be administered in school on the following conditions:

- A pupil medication request form had been submitted.
- The Doctor prescribing has cleared the child to return to school.
- Clear instructions about administering the medicine are given and the medicine is clearly labeled:
  - Name of the child*
  - Dose/frequency of administration*
  - Instructions for administration pharmacy*
  - Date of dispensing*
  - Cautionary advice*
  - Expiry date*
- All effort has been made to schedule the dosage of the medication so that it does not fall within the school times.
- Parents are responsible for delivering and collecting medicines from the school office at the end of the school day.
- Medicines will not generally be kept in school with the following exception:
  - Medication associated with treatment as appropriate to an agreed Individual Treatment Plan.*
  - Inhalers for Asthma*
  - Antibiotics- Completion of a course on a GPs instructions where the dosage schedule makes administration in school unavoidable.*
- Aspirin should never be given to a child under the age of 12.
- Medicines will be kept in a secure place in the school office. If refrigeration is required then they will be placed in an airtight container marked medicines in the fridge.
- No medicine can be given without the parents consent via a pupil medication form.
- Medicines brought to school must be given to the school office by the parent on arrival. On no account should children keep medicine with them in bags or classrooms.
- This is normal procedure when issuing all medicines

## PROCEDURES FOR MANAGING PRESCRIPTION MEDICINES WHICH NEED TO BE TAKEN DURING THE SCHOOL DAY

### **Procedures for managing prescription medicines on trips and outings**

- The School encourages children with medical needs to participate in safely managed visits. The School will consider reasonable adjustments to enable children with medical needs to participate fully and safely on visits. This might also include risk assessments for specific children.
- Staff supervising excursions will always be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans will be taken on visits in the event of the information being needed in an emergency.

### **Procedures for managing prescription medicines during sporting activities**

- Any restrictions on a child's ability to participate in PE will be recorded in their individual health care plan. All adults will be aware of issues of privacy and dignity for children with particular needs.
- Some children may need to take precautionary measures before or during exercise. Children need immediate access to necessary specific medicines, such as inhalers (see section: children carrying and taking their medicines themselves).

## ROLES AND RESPONSIBILITY OF STAFF MANAGING ADMINISTRATION OF MEDICINES

- Medicine will only be administered by the School when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'.
- No child will be given medicines without their parent's written consent (it is only necessary to seek consent from one parent).
- Any member of staff giving medicines to a child will check:
  - *the child's name*
  - *prescribed dose*
  - *expiry date*
  - *written instructions provided by the prescriber on the label or container.*
- If in doubt about any procedure staff will not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue will be discussed with the parent, if appropriate, or with a health professional attached to the School.
- **Staff administering medicine will complete and sign a record each time they give medicine to a child.**

### **Parental responsibilities in respect of their child's medical needs**

- Parents should not send a child to school if he/she is unwell.
- Parents must inform the school and after school setting (e.g. After School Club) about any particular needs before a child is admitted or when a child first develops a medical need.
- It must be a Parent (includes any person who is not a parent of a child but has parental responsibility for or care of a child) who gives consent for medicines to be administered.
- **Parents should make every effort to arrange for medicines to be administered outside of the school day, or to come into school and administer medicines themselves.**
- Parents should encourage children to self-administer medicines, where it is appropriate to do so.
- Parents must inform the school about any medicine that is to be administered during the school 'day'.
- Parents must complete a **consent form** before any medicine can be administered by a member of staff.

### **Non-prescription medicines**

- Staff will **never** administer non-prescribed medicines to children.

## **Assisting children with long-term or complex medical needs**

- Where a child has a long term medical need, a written health care plan will be drawn up with the parents and health professionals.
- Parents must inform the school about any particular needs before a child is admitted or when a child first develops a medical need.

## **Children carrying and taking their medicines themselves**

- The school encourages children to take responsibility for the management of their own medicines.
- Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This is borne in mind when making a decision about transferring responsibility to a child.
- If children are able to take their medicines themselves, staff may only need to supervise, though the medicine should still be stored by the school.

## **STAFF TRAINING IN DEALING WITH MEDICAL NEEDS**

- New members of staff are made aware of the medicines policy and procedures during a health and safety induction meeting, held within the first month of employment.
- Three members of staff are the first-aiders, and have undertaken an accredited first aid training course. All staff are aware of who the first-aiders are.
- In the event of a child with specific medical needs joining the school, the school will seek advice on staff training needs from the LEA.

## **RECORD KEEPING**

- Parents must tell the school or setting about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However, staff should make sure that this information is the same as that provided by the prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions.
- In all cases where medicine is to be administered by a member of staff, parents must complete and return a **consent form** to ensure that details of medicines are recorded in a standard format. Staff should check that any details provided by parents, or in particular cases by a paediatrician or specialist nurse, are consistent with the instructions on the medicine container.
- The school will keep a record of any medicines administered by staff. This record will be completed by the member of staff administering the medicine.
- **All records** relating to medicines **will be kept in the school office** with the first aid boxes, accident/near miss records, emergency medicine and 'medicine to be administered on site' container.

## **SAFE STORAGE OF MEDICINES**

- Large volumes of medicines should not be stored.
- Staff will only store, supervise and administer medicine that has been prescribed for an individual child.
- Medicines will be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed.
- Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. This should be easy if medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions.
- Where a child needs two or more prescribed medicines, each should be in a separate container. Non-healthcare staff should never transfer medicines from their original containers.

- All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away.
- The school allows children to carry their own inhalers.
- **Other non-emergency medicines are kept in a labelled box with the medicine records file in the school office. Those medicines which need to be refrigerated are kept in an airtight container, which is clearly labelled, in the staff room refrigerator.**
- Any medicine to be administered by staff must be taken to the school office at the start of the day and kept securely, or placed in a labelled container in the staff room refrigerator (in the case of medicines which need to be refrigerated). **Children are not usually permitted to carry medicine themselves**, apart from inhalers which may be needed throughout the school day.
- There may be other specific cases where medication is needed throughout the school day and it is more practicable for the child to carry the medicine with them. If this is the case, the headteacher's permission must be sought, and a **consent form** must be completed by the parent.

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**ADRENALINE PENS (EPI-PENS)**

- If required Adrenaline pens will be kept in the **school office**.

**EMERGENCY PROCEDURES**

- The nominated first-aiders are:  
 Miss Debbie Mills (Nursery Nurse)  
 Mrs Leigh Brettle (Teaching Assistant)  
 Miss Stacey Kelly (Nursery Nurse)  
**These members of staff should be called upon in the event of a medical emergency.**
- Details of first aid procedures can be found in the First Aid Policy which is kept in the policies file in the school office.
- If a child needs hospital treatment, a member of staff should always accompany the child, and should stay until the parent arrives.
- Staff should **never take children to hospital in their own car**; it is safer to call an ambulance.

**RISK ASSESSMENT AND MANAGEMENT PROCEDURES**

- Risk assessments for first aid provision and the management of medical conditions will be carried out on a regular basis by the Risk Assessments Co-ordinator.
- Copies of these risk assessments can be found in the school office.

Signed: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Review Date: \_\_\_\_\_