

The Administration of Medicine on School Premises Policy : IOWSS P3.4

Document Created by: Stewart Dudgeon

Date Produced: 06/11/15

Date Reviewed: 14/03/2018

Next Review: March 2019

Policy Links:

- Health and Safety policy
- Behaviour policy
- Anaphylaxis policy
- Supporting Students at School with Medical Conditions Policy

Signed



..... Date 14/03/2018

Richard White
Headteacher



..... Date 14/03/2018

Kevin George
Chair of Governors

1. Purpose: To provide guidance to teachers, Governors and Parents / Carers in respect of a procedure for dealing with the administration of prescription medicines

2. General Principles:

- No member of staff has a legal or contractual duty to administer medicines or provide health treatment
- Employees have a responsibility to:
 - take reasonable care of their own and others' health and safety
 - cooperate with their employers
 - carry out activities in accordance with training and instructions
 - inform the employer of any perceived risks

3. Notes for Parents / Carers:

The school holds confidential information on students' health. This needs to be updated regularly. The provision of this information remains the responsibility of the Parent / Carer

The student's own doctor is the person best placed to advise whether a student should or should not be in school

The school will consider requests made by Parent / Carer in respect of the administration of medicines when:

- A student suffers from chronic long term illnesses / complaints such as asthma, diabetes or epilepsy
- A student is recovering from a short term illness but requires a course of antibiotics, cough medicines etc.
- The school has received a written request from a Parent / Carer giving the instructions regarding the required dosage (see request form)
- The request form (attached) must be used whenever a Parent / Carer wishes medication to be administered
- The medicine in the smallest practicable amount must be brought to school by the Parent / Carer (under no circumstances by the student) and must be delivered personally to the School Office
- Medicines will be either self administered by the student or by a member of the School Office according to the dosage instruction provided by the Parent / Carer



- The school will not be held responsible for failure to administer medication
- All medicines must be clearly labelled with student's name, dosage and contents
- If the school has concerns about the nature of the medication, it reserves the right to refuse its administration. Parents / Carers will be advised of this immediately and will be consulted on alternative arrangements
- Parents will be informed via text message of any medication administered during the school day. If a student requests medicine before 11.30am parents will be contacted to check whether the student has had any medication that morning.

Please be advised that medicine that has been prescribed for use twice a day should be given at home unless the family practitioner has prescribed particular times for it to be administered.

If your child requires medication 3 or 4 times per 24 hours then it is vital that you inform staff of the time your child would require medication. You will also need to inform them of the time you last gave the medication on the consent form. It is also important to remind you that you should inform the School Office if you have given your student any medication before arrival on Health & Safety grounds.

Please note that all medicines are stored safely out of reach of the student and the administering of medications is documented and signed by members of staff.

4. Asthma Inhalers

- All inhalers will be held centrally in the School Office
- Inhalers will only be allowed in school once Parents / Carers have completed the administration of medicines form
- Parents / Carers will be asked to provide a labelled spare inhaler in case the regular one is lost / broken
- It is for the Parent / Carer to ensure that the medication is up to date
- Inhalers are only to be used by / for the student for who they are prescribed

5. Nebulisers

Some students need to use an electric device called a nebuliser. In such cases, they will only be allowed following liaison with Parents / Carers and the school's health adviser

6. Epi Pen Guidelines

Some students may suffer anaphylactic shock through a severe and sudden reaction to insect bites, nut allergy etc.

Two epi-pens must be provided to the school. One will be kept in the School Office, the other in the student's classroom. School staff have agreed to administer epi – pen medication *in extreme circumstances* and only if they have been trained in the use of an epi – pen. Staff understand that epi – pens are a risk free treatment and a one shot injection which can do no harm may relieve a potentially high risk medical condition.

7. First Aid Guidelines

The schools maintain at any given time, qualified first aid personnel. It is to these designated personnel that reference should be made in cases of first aid.

In all cases of the administration of first aid, Parent / Carers should be informed at the end of the day

In more serious cases, Parents / Carers should be contacted immediately and advised of the need to take the student to a doctor

In emergency cases, an ambulance will be called and the Parent / Carer informed immediately. In such cases, the schools' order of care is entrusted to the NHS ambulance personnel

A member of staff cannot give permission for any treatment at casualty (blood transfusions etc)

PARENT / CARER REQUEST FOR ADMINISTRATION OF MEDICINE

STUDENT'S NAME: _____

CLASS: _____

THE MEDICINE

Name of medication	Duration of course	Dosage prescribed	Date prescribed	Times to be given

DOCTOR'S INFORMATION:

Name:	
Surgery Address:	
Surgery telephone:	

PARENT / CARER

I clearly understand and accept that:

- The above medicine must be delivered to the school personally
- The responsibility for advising the school of changes in dosage remains mine
- Only a member of the School Office will be asked to administer medicine
- Should this request be refused, then the school and Parent / Carer will consult to find mutually acceptable alternative arrangements
- The school is under no obligation to administer medicines
- Medicines will not be administered unless this form is fully completed
- Parents will be informed via text message any medication administered during the school day. If students request medicine before 11.30am parents will be contacted to check whether the student has had any medication that morning.

Signed: _____ (Parent / Carer)

Date: _____