

This policy statement has been prepared in response to the DfE Guidelines 'Supporting Pupils at school with Medical Conditions' (September 2014).

Schools have a duty, under the Children and Families Act 2014, to support children to access education fully, including school trips and physical education.

Staff members administer medicines voluntarily and are able to refuse to administer medication, if they choose.

Where a child is unwell or has an infection which may be passed to others they should be kept at home until recovered. If a child requires medication they should be kept at home until the course of treatment is completed. However, subject to the health and safety of the school community, it may be possible for a child, who is almost fully recovered and simply needs to complete a course of medication or antibiotics, to return to school, after discussion with the school.

Forest Academy will administer medicine in school where the Head Teacher considers it appropriate, e.g. finishing a course of antibiotics, long term medical conditions (asthma, anaphylaxis). The prime consideration will be the welfare together with the continuity of education, for the child.

It would be helpful, where clinically possible, if medication can be prescribed in a dose frequency which enables it to be taken outside of school hours. For instance, if a medication is prescribed three times a day then this may be taken in the morning, after school hours and at bedtime.

It remains the responsibility of the parent or carer to inform the school of any changes to the child's condition. If it is not possible for school staff to administer medication then permission may be given for parents or carers to come into the school to administer these themselves.

Whether the child has long or short term medical needs the procedure for managing medication at school is the same.

### **Medicines coming into school**

Medicines coming into school MUST be brought to the School Office and handed to a member of Office staff. On handing over the medicine, parents must complete the relevant medicine form. This includes information about the best time of day the medicine should be administered.

Completion of the form may not be necessary if parents are delivering further medication for a current condition.

Medicines will be placed in the locked medicine cupboard or in the locked fridge in the medical room.

Parents are responsible for collection of their child's medicine from a member of school staff at the end of each school day, unless otherwise arranged with the school and/or in a Health Care Plan (HCP).

Parents will be offered the Information for Parents sheet. (c.f. Appendix A)

### **Long-term or complex medical needs**

Where a child has long term medical needs, a Health Care Plan (HCP) must be written with the assistance of the school nurse, parents, carers and/or other outside agencies. The HCP should be reviewed on a regular basis, and it is the parents or carers responsibility to inform the school of any changes which may require alteration of the HCP.

### **Record keeping:**

The following information must be completed by the parent or carer:

- The name and date of birth of the child.
- The name and address of the parent or carer and contact telephone number.
- The name, address and contact number of the child's GP.
- The name of the medication.
- The dosage.
- Expiry date of the medication.
- Storage details.
- Date and time last dose given.
- Consent by the parent or carer for the member of staff to administer the medication.

c.f. Appendix B

### **Parents and carers responsibilities:**

In most cases parents and carers should administer medication to their children out of school hours.

Where this is not possible and medication is required during school hours, then permission may be given for them to come into school to administer these themselves.

Parents and carers must complete the parental agreement form before any medication can be administered by school staff. Parents and carers must ensure that the school is accurately advised about the medication, its usage and administration.

Parents and carers are responsible for ensuring that all medication or medical equipment kept at school e.g. asthma pumps, epi-pens etc. are kept up to date. The correct measuring spoon/pot should be included with all liquid medications sent in to the school.

Parents and carers are responsible for notifying the school of any change in medication, or condition of their child's medical needs.

### **Non-Prescription medicines**

Administration of non-prescription medicines should only occur if it is in the best interests of the child to have such medication and that the medication can be safely administered within the school e.g. broken bones, post-dental extraction. Sachets would be preferred, if this fits the required dosage. Throat sweets are not considered non-prescription medication.

Aspirin will not be administered in school unless specifically prescribed.

School will administer non-prescription medicines for a maximum of three days in a row before we ask the child to re-visit their GP of relevant service.

## Responsibilities of school staff:

School staff who volunteer to administer medication to a child should not do so without a signed parental consent form. This form should be retained in the school, and a copy given to the parents or carers if requested.

If a child requires intimate care, then two members of staff must be in attendance. No intimate care should be undertaken alone by a member of staff.

It is **essential** for a member of staff who has agreed to administer medication to:-

- i. Wash their hands
- ii. Ensure a drink is available, if required.
- iii. Check the label on the medication.
- iv. Check they are about to administer the correct medication to the correct child.
- v. Check the dose and route of administration
- vi. Check the start and finish date.
- vii. Check for any special instructions.
- viii. Ensure the medicines record book is signed by the member of staff who personally administered the medication and, if necessary, is also signed by the member of staff who acted as witness to the medication being given.

If there is any doubt about a medication or procedure then staff should not administer but seek advice from parents or health professionals.

## Refusing Medication

If a child refuses their medication they must not be forced to take it and parents or carers should be informed as soon as possible. A note must be made in the record of administration and a note made that parents have been informed.

## Prescription medications:

- a. Medication should only be administered from its original container. (*The only exception to this is Insulin which must still be in date but will usually be in an Insulin pen or pump, rather than its original container.*)
- b. It should be clearly and properly labelled.
- c. It should be in date.
- d. It should also indicate whether the medication is on-going or has a finish date.
- e. Possible side effects should be listed, or the manufacturer's information leaflet usually supplied with the medication should be available.
- f. The storage of medications should comply with the manufacturer's instructions and COSHH regulations.
- g. Some emergency medications such as epi-pens (epinephrine) and asthma inhalers should not be locked away, but kept safe and where they can be accessed quickly.
- h. Other medications should be kept in a safe, secure place, out of the reach of children.
- i. Appropriate arrangements must be made for medication requiring refrigeration. These medications should not be placed in a refrigerator that is used for food or other items.
- j. A sharps container should be provided, and adequate arrangements made for the appropriate disposal of needles and body fluids, such as blood etc.

### **School visits and residential visits:**

When organising school visits, the school will need to consider taking additional precautions, such as the presence of staff who are able to administer medications, or the inclusion of parents or carers of children requiring medication.

For residential visits, there will be a named person who has the responsibility for the administration of medications and care of the children, as above. Parents or carers may be asked to meet beforehand with school staff to ensure they are adequately informed and aware of all medical requirements. All necessary documentation should be completed by parents or carers before commencement of the visit.

### **Missed medication or medication given in error:**

Occasionally mistakes may happen. However if this occurs, then the parent or carer should be informed as soon as it has been discovered. In the case of a missed dose it may be possible to give it at a later time.

Where a medication has been given in error it is important the parents or carers be informed and the nature of the error be explained to them. The child should be monitored for any reactions or side effects and medical advice should be sought promptly.

### **Confidentiality**

Any details of a child's medical needs will form part of their school record and kept in their files and as part of the School Information Management System. Long term medical needs may also form part of Special Needs information which is kept in their SEND file, in a locked cupboard in the Medical Room.

Key medical information will be shared with relevant staff members, as needed, i.e. class teachers, support staff, MMS – following parental consent.

## Forest Academy

### Parent Information - Administration of Medicines in School



In most cases parents/carers should administer medication to their child out of school hours. However, where this is not possible and medication is required during school then a member of staff will administer or supervise the taking of medication. Or permission may be given for parent/carer to come in and give the medication themselves.

There is no requirement or legal duty on school staff to administer medication or supervise a child taking medication. However, some staff at Forest Academy have agreed to provide this service to ensure a child can return to school as soon as possible after an illness and so children with chronic health needs are supported at the school. This role is a voluntary one.

The school will give medication which has been prescribed by a medical practitioner or in certain circumstances medication recommended by a medical practitioner.

Parents/carers are responsible for:

- completing the parental agreement form before any medication can be given.
- ensuring the school is accurately advised about the medication, its usage and administration.
- ensuring all medication or medical equipment kept at school – e.g. asthma pump, EpiPen – are in date. The correct measuring spoon/pot/syringe should be included with all liquid medications.
- notifying the school of any changes in the child's medication, condition or medical needs.

Where a child has long term medical needs a Health Care Plan (HCP) must be written with the assistance of the school nurse, parents and/or other outside agencies.

If a child refuses their medication they will not be forced to take it and parents or carers will be informed as soon as possible. A note will be made in the record of administration and a note made that parents have been informed.

This information is a summary of Forest Academy's 'Administration of Medication Policy'.

#### **Missed medication or medication given in error:**

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Where a medication has been given in error it is important the parents or carers be informed and the nature of the error be explained to them. The child will be

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## Appendix B

### Individual Health Care Plan (B) Parental Agreement for Administering Medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine

Name of school/setting	Forest Academy		Photo
Name of child			
Group/class/form	Year:		
	Reg:		
Date of birth			

Medical condition or diagnosis	Summary	Notes
Medicine		
Name/type of medicine <i>(as described on the container)</i>		
Expiry date		
Dosage and method		
Timing		
Special precautions/other instructions		
Are there any side effects that the school/setting needs to know about?		
Self-administration – y/n		
Procedures to take in an emergency		

**NB: Medicines must be in the original container as dispensed by the pharmacy**

Family Contact Information	
Name	
Daytime telephone no.	
Relationship to child	
Address	
<i>I understand that I must deliver the medicine personally to</i>	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

# Appendix C

## Individual Health Care Plan (C)

### Record of Medicine Administered to an Individual Child

<b>Name of school/setting</b>	Forest Academy
<b>Child's name</b>	
Date medicine provided by parent	
Group/class/form	
Name and strength of medicine	
Expiry date	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date		Quantity Received	Quantity Returned
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date		Quantity Received	Quantity Returned
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date		Quantity Received	Quantity Returned
Time given			
Dose given			
Name of member of staff			
Staff initials			