

**BURLAIS PRIMARY SCHOOL
ADMINISTRATION OF MEDICINES
GOOD PRACTICE AND GUIDELINES**



**ADMINISTRATION OF MEDICINES IN SCHOOLS
POLICY AND GOOD PRACTICE GUIDELINES**

This guidance should be read in conjunction with Welsh Office Circular 34\97 which reflects extensive consultation with teacher unions, LAs, Health Services and voluntary organisations and Supporting pupils with medical needs - Welsh Office December 1997.

1. Key Principles

- (i) The Local Authority of the City and County of Swansea supports teachers and support staff who are prepared, in a voluntary capacity, to administer prescribed medicines which are necessary for pupils to attend school regularly and to participate fully in school life.
- (ii) The Authority advises Governing Bodies to accept and follow the guidelines produced by the Authority.
- (iii) The Authority recommends that every school develop its own policy for the administration of medicines; this policy should be drawn up in partnership with staff and parents and regularly communicated to parents.
- (iv) Pupils who have long term medical conditions, which if not properly managed could limit their access to education, should have an identified health care plan.
- (v) The administration of medicines should form part of the school's Health and Safety policy.

2. Role of Head teacher

- (i) The Head teacher is responsible for implementing the Governing Body's policy and for developing detailed procedures
- (ii) The Head teacher should ensure that staff who volunteer to administer medicines should receive support and training where necessary.
- (iii) The Head teacher is responsible for ensuring that parents are aware of the school's policy and procedures.
- (iv) The Head teacher should ensure that all staff who may need to deal with an emergency know about a child's medical needs - this includes supply teachers.
- (v) Head teachers should ensure that appropriate work experience is arranged for pupils with particular medical conditions and if relevant pupils should be encouraged to share relevant medical information with the employer.

3. Support for staff administering medication

- (i) It is recognised that there is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it except for members of support staff who have been specifically employed with a contract to provide medical assistance to the pupil.
- (ii) However, school staff have a common law duty to act as any reasonable prudent parents would to ensure that pupils are healthy and safe and this might in exceptional circumstances extend to administering medicine and/or taking action in an emergency. The Children Act provides scope for teachers to do what is reasonable for the purpose of safeguarding or promoting children's' welfare.
- (iii) The Authority's insurance cover provides liability cover for staff undertaking the administration of medicines during the course of their duties either in school or on educational visits.

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(iv) Head teachers should seek advice from their school Doctor if they require advice or training regarding particular medication or treatment.

(v) It is recommended that if staff agree to administer medication there should be a written agreement with the parents and that a record should be kept of when it is administered. (See end of policy)

4. School Policies

Policies for the administration of medicines should as far as possible enable regular school attendance. All policies should be understood by staff, parents and pupils and regularly communicated to them. School policies should include the following information.

Whether or not the school accepts responsibility, in principle, for school staff giving or supervising children taking prescribed medication at school

- The school's policy on assisting pupils with long term or complex medical needs at school
- The need for prior written agreement from parents for any medication to be given to a pupil
- The circumstances in which pupils may take non prescription medication e.g. analgesics
NB - a child under 12 years should never be given an aspirin unless prescribed by a Doctor
- Policy on pupils carrying and taking their medication
- Record keeping
- Storage and access to medication
- Staff training
- The school's emergency procedures

5. Role of Parents

It is very important to ensure that parents are aware of the school's policy and the role of parents within that policy.

- Parents are responsible for ensuring that their child is well enough to attend school i.e. parents should not send children to school who are too ill to attend.
- Parents should provide the Head teacher with sufficient relevant information about their child's medical condition and should jointly agree with the Head teacher the school's role in meeting their child's medical needs. It should be made clear to the parents which staff in the school will need to know about the child's condition and that confidentiality will otherwise be kept.
- Where possible parents should be encouraged to arrange for the child to take medicine out of school hours e.g. antibiotics. A specimen form is appended in Appendix C which describes the information which it is reasonable to expect a parent to provide if they wish the school to administer medicine.
- No pupil under 16 should be given medicine without written parental consent
- Any member of staff administering medicine should check:
 - the pupil's name date of birth
 - Written instructions by parents or Doctor
 - Prescribed dose
 - Expiry date of medicine

If a Head teacher has any concern about medication which they are asked to administer they should discuss with their school Doctor.

If a pupil refuses to take medication, then the parent should be informed as a matter of urgency.

Pupils should not be forced to take medication

If a child is able to carry and administer their own medicine (bearing in mind the safety of the other pupils) they should be encouraged to do so but parents should give their written consent

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6. Storage of Medication

- Any medication brought into school should be in its original, appropriately labelled container with the name of the pupil, name and dosage of drug and frequency of administration.
- If a pupil requires more than one medicine each should be stored in separate containers.
- Staff should never transfer medicines from their original containers
- Pupils should know where their own medication is stored and who has the key.
- A few medicines e.g. asthma inhalers should not be locked away but should be readily available to pupils
- Medicines should otherwise be kept in a secure place not accessible to pupils
- If medicine is kept locked up all staff should know where the key is kept
- Medicines which need to be kept refrigerated can be kept in a refrigerator containing food (including in a school kitchen) but should be in an airtight container and clearly labelled (e.g. empty ice cream container)
- The Welsh Office recommends that schools use a lockable medicine cabinet which complies with BS2881/1989 and of a security to exceed "level 1 testing" of that standard
- Staff should not dispose of unneeded medication but should return to parents
- Staff should have access to protective disposable gloves and take care when dealing with spillages of body fluid and when disposing of dressings or equipment
- Staff should follow basic hygiene procedures

7. Health Care Plans

- All children may from time to time need to take medicine at school but some children have medical conditions that require careful managing if they are to attend school regularly. Head teachers should consult their school doctor when drawing up a Health Care Plan. A written agreement with parents clarifies for staff, parents and pupil the help that the school can provide and receive. The plan should be jointly reviewed at least once a year or sooner if the health need changes.
- Contributors to the plan should include - Head teacher, parent, child (if sufficiently mature) class teacher/head of year/form teacher, care assistant, support staff or school nurse (if applicable) - any other staff who have agreed to administer medication or to be trained in emergency procedures. School Health Service, G.P. or other relevant health care professionals - depending on the level of support required by the school.
- It is recommended that a Head teacher gives responsibility to one member of staff for coordinating and disseminating information or an individual pupil with medical needs. The role of this person would be to be the first contact for parents and staff and to liaise with other agencies.
- The document: Supporting Pupils with Medical Needs : A Good Practice Guide Welsh Office 1997 contains useful information about Asthma, Epilepsy, Diabetes and Anaphylaxis, addresses of voluntary support groups for certain conditions and a proforma for the administration of rectal Diazepam.

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Appendix 3

FORM 3A Parental agreement for school to administer medicine

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

Name of school	<input type="text" value="Burlais Primary School"/>
Name of child	<input type="text"/>
Date of birth	<input type="text" value=" / /"/>
Group/class/form	<input type="text"/>
Medical condition or illness	<input type="text"/>

Medicine

Name/type of medicine

(as described on the container)

Date dispensed

Expiry date

Agreed review date to be initiated by [name of member of staff]

Dosage and method

Timing

Special precautions

Are there any side effects that

The school/setting needs to

Know about?

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Self administration (delete as appropriate) **Yes/No**

Procedures to take in an emergency

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to [*agreed member of staff*]

I accept that this is a service that the school/setting is not obliged to undertake.

I understand that I must notify the school/setting of any changes in writing.

Date

Signature(s)

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FORM 3B: Parental agreement for school to administer 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 staff can administer medicine.

Name of school/setting

Date

Child's name

Group/class/form

Name and strength of medicine

Expiry date

How much to give (ie dose to be given)

When to be given

Any other instructions

Number of tablets/quantity

To be given to school/setting

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

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Daytime phone no of parent

or, adult contact

Name and phone no of GP

Agreed review date to be initiated by *[name of member of staff]*

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.

Print name

Parent's signature

Date

If more than one medicine is to be given a separate form should be completed for each one.

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Appendix 4

FORM 4: Headteacher/Head of setting agreement to administer medicine

Name of school/setting

It is agreed that *[name of child]*will receive

[Quantity and name of medicine].....every day at

[time medicine to be administered eg lunchtime or afternoon break].....

[Name of child] will be given/supervised whilst

He/she takes their medication by *[name of member of staff]*

.....

This arrangement will continue until *[either end date of course of medicine or until
instructed by parents]*

.....

Date

/	/	
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Signed

(The Headteacher/Head of setting/named member of staff)