



St. Wilfrid's RCVA Primary School

Policy for the Administration of Medicines

Definition

Pupil medical need may be broadly summarised as being of two types:

- (a) Short-term possibly affecting their participation in school activities when they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Rationale

St. Wilfrid's Primary School has a responsibility for the health and safety of pupils in our care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs the responsibility of this school is to make sure that safety measures cover the needs of all pupils in the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. We, the school, are responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

There is no legal or contractual duty on school or staff to administer medicines or supervise pupils taking medicine, nevertheless we would wish to support our pupils where we can. The school will provide a named person to administer medicines - Christine Pickering and Sarah Pratt

Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. There are several named and fully trained First Aiders on the premises. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine off the school premises.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school will only administer medication which has been prescribed by a Doctor and must be taken 4 times each day, and for which the parent has signed the appropriate consent form. The school will not administer medicines which do not have the child's name on, are not in the original packaging, and are not recently prescribed by a GP. A named person will be responsible for medicines in school - **Sarah Pratt and Christine Pickering are nominated to administer medicines.**

Medicines will be stored appropriately (chilled if needed).

Pupils with on-going medical needs will be monitored and a Care Plan put in place which will be reviewed regularly.

Pupils with asthma will be recorded on a school register and permission gained from parents to administer the appropriate medication following the completion of a care plan. All staff will be made aware of these pupils. Inhalers will be kept on the school site for all pupils with asthma. All administration of medicines will be recorded appropriately.

Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- Choose whether or not they are prepared to be involved;
- Receive appropriate training;
- Work to clear guidelines
- Have concerns about legal liability;

- Bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Expectations

It is expected that:

- Parents will co-operate in training children to self-administer medicines if this is practicable and that members of staff will only get involved if there is no alternative.
- The prescription and dosage regime should be typed or clearly printed on the outside of the container. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. All parents /carers will complete appropriate paperwork.
- That employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- The school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupils.

Practice

When a parent requests that we administer ongoing medication the school will:

- Ask the school's identified person to consider whether or not they are prepared to administer the medication
- If they are in agreement we will undertake a risk assessment to consider the viability of administering the medication in school
- If it is viable for the school to administer the medication we will then work with the parent to set up a care plan for the pupil
- It is the schools' policy to administer Ritalin or similar drugs under strict guidelines and through supervised administration
- We will ensure that the medication is kept in a secure place during the school day, that it is only accessed by the identified staff and that each time the medication is administered the schools' medical record is completed
- At the end of the school day or week (as appropriate) we will ensure that any left over medication is handed back to the parent/carer by the identified person

- If the parent/carer does not come to the school to collect the medication it will be taken by the identified person, or another nominated member of staff, to Moss Chemist, Cockton Hill, Bishop Auckland for disposal.
- When the pupil comes to the end of his/her course of treatment the care plan will be marked 'treatment completed' but will be retained on the pupils' school record should it be needed for future reference
- The school will also keep the medication record in the schools' secure archives so that any future queries can be resolved

Member of staff with access to the medicines- Sarah Pratt, Christine Pickering, Sam Dawes.

The school will also maintain a register of all the pupils who have special medical needs, this will indicate whether or not there is a care plan in place for a pupil and is a register that can be accessed by all members of staff if they wish to seek clarification about a pupils' needs.

Updated January 2021

Next Review January 2022

Appendix 1

Managing Specific Medication

- Only recently prescribed paracetamol to be given, if required 4 times per day and in original, labelled containers.
- Lip salve is allowed, but only Vaseline or ordinary lipsalve containers. No coloured or perfumed lipsalves to be used.
- Throat sweets are to be handed to class teachers, who will hand to children throughout the day.
- School has a separate policy regarding asthma and inhalers in school.
- There is an immediate response system to access epi pens and insulin, and all staff are aware of this.
- Hay fever tablets should be given by parents before school, or a parent will be contacted to administer if medication is not prescribed.