

Administration of Prescribed Medicines Policy

<u>Name of School:</u>	St Mary's CE Primary School
<u>Date of Policy:</u>	November 2018
<u>Member of Staff Responsible:</u>	Headteacher
<u>Review Date:</u>	March 2021

Consultation:

This policy has been drawn up by the staff and governors at St Mary's and follows the DfE's 'Supporting Children with Medical Needs in School' guidance (2014); Birmingham City Council's 'The Administration of Medicines in Schools and Settings: A Supplemental Guidance Document (February 2018) and guidance from NHS Birmingham and Solihull Clinical and Commissioning Group (November 2018)

This policy must be read in conjunction with the school's 'Supporting Children with Medical Needs' Policy.

Ethos Statement

In accordance with the aims of the school, the Governing Body of St Mary's believe that all members of the school community should be esteemed, cared for, treated courteously and encouraged to make their unique contribution. Within our Christian ethos of love, forgiveness and justice for each person as a valued child of God, we aim to develop understanding and respect for each other's faith, culture and language, and to teach, exemplify and uphold equal opportunities for all.

RESPONSIBILITIES

1. Parents/carers will:

- a. Take prime responsibility for their child's health and must provide the school with information about their child's medical condition. This will normally be upon admission or at such times when needs arise.
- b. Take responsibility for making sure that their child is well enough to attend school.
- c. Provide written consent for the administration of prescription only medicines (POMs) and over the counter medicines (OTCs).
- d. In the case of OTCs, inform the school of the maximum dosage to be taken and when the previous dosage was administered.
- e. Make arrangements to collect medicines from school to support safe disposal of these once they are no longer required.
- f. Routinely collect medicines held by school at the end of each term.

2. The school will:

- a. Ask parents to take responsibility for ensuring that their child is well enough to attend school.
- b. Seek to support any child with long or short term medical needs. The administration and management of medicines is part of this process.
- c. Request that, wherever possible, medicine is administered outside the school day or, in the event of prescription medicine being required, parents ask doctors to prescribe medicines which can be administered outside the school day.
- d. Recognise that, at times, it may be necessary for medication to be administered in school. In such cases, agreed procedures must be followed and medication should only be administered when all other options have been explored.
- e. Permit the administration of a painkiller such as paracetamol if the medication forms part of a wider long-term care plan for a child. In these instances, the plan would be agreed between the school and parents in line with our 'Supporting Children with Medical Needs' Policy.
- f. Permit the administration of an OTC medicine if there is prior written consent provided by the parent or carer.
- g. Not administer any medicine to a pupil which contains aspirin unless this has been prescribed by a doctor.
- h. Only accept POMs if they are: in-date; labelled with the child's name; provided in the original container provided at the time of dispensation and include the date of this and instructions for administration, dosage and storage.
- i. Take uncollected medication to a local pharmacy for safe disposal and keep a record of this.

On Admission to School:

On admission, all parents and carers will be asked to complete an admissions form, giving full details of any known medical conditions including allergies and dietary requirements. They will also be required to disclose any regular and/or emergency medication along with emergency contact details, the name of the family doctor, any hospital consultants.

Administration of Medication in School:

Should a pupil require medication during the school day, parents/carers must come into school office to discuss the medication with the administration team. Parents must then complete the appropriate form(s) regarding the request (see appendices A and B).

If agreed:

- The medication must be prescribed by a doctor and be in its original container, with the child's name and dosage clearly visible on the label.
- A request form must be completed by the parent / carer and signed by the Head Teacher or senior member of staff.
- The medication must be handed over to the member of staff responsible.
- A "Record of the Administration" form will be completed and signed after each dose by the member of staff responsible.
- School must be notified in writing if the medication is to change or cease.
- The parent must take responsibility for replenishing the supply.

Children with Special Needs:

-Should a new pupil be admitted having special medical needs or should a condition develop for an existing pupil, we will arrange to discuss their needs in a partnership meeting between the parents, the school nurse and/or other medical advisors.

-If appropriate, an Individual Care Plan will be written to detail the child's needs and to record the provision organised within school.

-The Headteacher and Inclusion will arrange for any training needs to be met.

Storage and Disposal of Medication:

- All medication, with the exception of emergency medicines, must be kept in a locked cupboard. A record must be maintained of the medicines held in school.
- Antibiotics should rarely be given in school. However, if on rare occasions they are stored in school, they should be kept within a clearly labelled container in the fridge.
- Each half-term, medicines kept in school will be checked. Parents will be asked to dispose of any medication that is out of date. Any out-of-date unclaimed medicines will be taken to the local pharmacy for disposal. The record for medicines in school will be amended accordingly.

Roles and Responsibilities:

The Head Teacher will ensure that all staff who agree to administer specialised medication will receive appropriate training. Training should include the risks and legal liabilities involved and how to deal with emergency situations.

The Head Teacher will also ensure that regular training related to emergency medication and management of medical needs will be undertaken by all staff as recommended by Birmingham Health Authority, e.g. asthma, epilepsy and allergies.

Claims of Alleged Negligence:

Birmingham LA, as part of Birmingham City Council, indemnifies its staff against claims of alleged negligence when administering prescribed medication, providing that:

- they are acting in a reasonable manner and in the best interests of the pupil/s
- they have received appropriate training.

Any claims for alleged negligence would be directed against the insurance holder i.e. Birmingham LA and not against the individual concerned.

Out of School Activities and Educational Visits:

It is essential that a full risk assessment is undertaken before every off-site visit. This must include an assessment of the possibility of administering medication or medical treatment. A copy of any health care plans must be taken on visits.

The parent must provide written permission for the administration of medicines when the child is away from the school premises. The named member of staff responsible must ensure that appropriate arrangements have been taken into account for administering medication during educational visits.

All staff involved in such visits must be made aware of any pupils with medical needs, what medication or action is required or what medication or action may be required in an emergency.

Appendix B: Parental Consent to Administer a Prescribed Medicine (POMs)

St Mary's CofE Primary School, Lodge Hill Road, Selly Oak, Birmingham, B29 6NU - Headteacher Mr S Smith

Parental/carer consent to administer a prescribed medicine

- All prescribed medicines must be in the original container as dispensed by the pharmacy, with the child's name, the name of the medicine, the dose and the frequency of administration, the expiry date and the date of dispensing included on the pharmacy label.
- A separate form is required for **each medicine**.

Child's name	
Child's date of birth	
Class/form	
Name of medicine	
Strength of medicine	
How much (dose) to be given. For example: One tablet One 5ml spoonful	
At what time(s) the medication should be given	
Reason for medication	
Duration of medicine Please specify how long your child needs to take the medication for.	
Are there any possible side effects that the school needs to know about? If yes, please list them	

I give permission for my son/daughter to carry their own salbutamol asthma inhaler/Adrenaline auto injector pen for anaphylaxis [delete as appropriate].	Yes	
	No	
	Not applicable	
I give permission for my son/daughter to carry their own salbutamol asthma inhaler and use it themselves in accordance with the agreement of the school and medical staff.	Yes	
	No	
	Not applicable	

I give permission for my son/daughter to carry and administer their own medication in accordance with the agreement of the school and medical staff.	Yes	
	No	
	Not applicable	

Mobile number of parent/carer	
Daytime landline for parent/carer	
Alternative emergency contact name	
Alternative emergency phone no.	
Name of child's GP practice	
Phone no. of child's GP practice	

- I give my permission for the nominee of the headteacher to administer the prescribed medicine to my son/daughter during the time he/she is at school. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school activities, as well as on the school premises.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal and supplying new stock to the school, if necessary.
- The above information is, to the best of my knowledge, accurate at the time of writing.

Parent/carer name	
Parent/carer signature	
Date	

Appendix C: Parental Consent to Administer and Over the Counter (OTC) Medicine

St Mary's CofE Primary School, Lodge Hill Road, Selly Oak, Birmingham, B29 6NU - Headteacher Mr S Smith

Parental/carer consent to administer an 'over-the-counter' (OTC) medicine

- All over the counter (OTC) medicines must be in the original container.
- A separate form is required for **each medicine**.

Child's name	
Child's date of birth	
Class/form	
Name of medicine	
Strength of medicine	
How much (dose) to be given. For example: One tablet One 5ml spoonful	
At what time(s) the medication should be given	
Reason for medication	
Duration of medicine Please specify how long your child needs to take the medication for	
Are there any possible side effects that the school needs to know about? If yes, please list them	

I give permission for my son/daughter to carry and administer their own medication in accordance with the agreement of the school and medical staff.	Yes	
	No	
	Not applicable	

Mobile number of parent/carer	
Daytime landline for parent/carer	
Alternative emergency contact name	
Alternative emergency phone no.	
Name of child's GP practice	
Phone no. of child's GP practice	

- I give my permission for the nominee of the Headteacher to administer the OTC medicine to my son/daughter during the time he/she is at school. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is no longer needed.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school activities, as well as on the school premises.
- I confirm that the dose and frequency requested is in line with the manufacturers' instructions on the medicine.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal. If the medicine is still required, it is my responsibility to obtain new stock for the school/nursery.
- The above information is, to the best of my knowledge, accurate at the time of writing.

Parent/carer name	
Parent/carer signature	
Date	

