



# Hazel Slade Primary

Acting Principal: Mrs Sarah Camacho



## **POLICY FOR THE ADMINISTRATION OF MEDICINES IN SCHOOL - To be read in conjunction with St Bart's Academy Trust Policy**

The administration of medicine is the responsibility of parents/carers. School staff have a professional and legal duty to safeguard the health and safety of pupils. They will wish to do all they can to enable children to gain the maximum benefit from their education and to participate as fully as possible in school life. Children have a right to be educated and should not be excluded purely as a result of requiring medication.

**This does not imply a duty on Headteachers or staff to administer medication. The administration of medicines in schools is on a voluntary basis.**

**The Council fully indemnifies its staff against claims for alleged negligence, providing they are acting within the scope of their employment, have been provided with adequate training, and are following the SCCES guidelines.**

Parents are advised that pupils who are unwell should not be sent to school. However, many pupils need to attend school while taking prescribed medicines either because they are:

- i) suffering from chronic illness or allergy; or
- ii) recovering from a short-term illness and are undergoing or completing a course of treatment using prescribed medicines.

To help avoid unnecessary taking of medicines at school, parents/guardians should be aware that a three times daily dosage can usually be taken before school, after school and at bedtime.

## **PROCEDURE FOR ADMINISTRATION OF MEDICINES IN SCHOOL**

The following procedures are recommended as examples of best practice.

- All medicines that are to be administered in school must be accompanied by written instructions from the parent and/or the GP. We do not allow non-prescription medicines into school e.g. paracetamol, calpol.
- A form is readily available to parents and is on the school web site.
- Each time there is a variation in the pattern of dosage a new form should be completed and the previous one filed away safely in the medicines file, which is kept in the Staffroom.



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## **Labelling and storage of Medicines**

On the few occasions when medicines have to be brought into schools, all medicines must be in their original container, complete with the original dispensing label. Medicines should be kept safely and be accessible when required. This will be in a locked container in the office

## **Administration of Medicines**

**Medicines should only be self administered under supervision.** This should only be done voluntarily and under the guidelines above. A record should be kept.

## **Staff Training and competence**

All staff that participate in administering medication must be first aid trained. If a first aider is not available it should be supervised by the headteacher.

## **Individual Care Plans**

For all pupils who may require individual specialised treatment a clear care plan **must** be available. **Under no circumstances should schools provide any medical care or treatment until the school has agreed a care plan.**

## **Educational Visits and Other School Journeys**

The administration of medicines during educational visits and other out of school activities requires special attention and pre-planning.

## **Employee Medicines**

An employee may need to bring their medicine into school. All staff have a responsibility to ensure that their medicines are kept securely and that pupils will not have access to them, e.g. locked desk drawer or staff room.

## **Emergency Aid**

Where children have conditions, which may require rapid intervention parents, must notify the headteacher of the condition, symptoms and appropriate action following onset. The headteacher may wish to discuss this with the School Health Service.

The headteacher must make all staff aware of any pupil whose medical condition may require emergency aid.

It is essential that all staff (including supply staff, lunchtime supervisory staff etc.) are able to recognise the onset of the condition and take appropriate action, i.e. summon the trained person, call for ambulance if necessary etc.



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## **Disposal of Medicines**

Any medication, which has reached its expiry date, should not be administered. Medicines, which have passed the expiry date, should be returned to parents/guardians for disposal.

## **Prohibited Treatments**

The treatments listed below should not be carried out by school staff:

- **Injections (excluding Epipens used in treatment of anaphylactic shock)**
- **Administration of a medication to any child unless specifically prescribed or provided for that child**
- **Administration of Buccal Midazolam**
- **Insertion of any form of catheter or any form of intravenous therapy.**
- **Insertion or changing of any form of tube feeding.**

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Dear

CONFIRMATION OF MEDICATION DETAILS YOU REQUIRE TO BE ADMINISTERED BY:

Service User/Pupil	Date of Birth	Telephone Number
Address		
GP Name	GP Telephone Number	
Details of any allergies or other special instructions (Take in to account any cultural, religious or communication needs )		

Name of Medication	Strength of Dosage	Number/Amount of Medication & time when given

If the details above are correct, please sign and return

..... Signed (Parent/Carer).....

## **Important Note**

Should there be any amendment to the following: -

1. Medication or dosage
2. Address or telephone number
3. Doctor or Doctor's telephone number 5

Please inform the Establishment, in writing, immediately.



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