



## Chesham Preparatory School

Headmaster: Mr J S Beale BEd (Hons)

### **POLICY ON ADMINISTRATION OF MEDICINES IN SCHOOL**

Note: This policy applies to the Early Years Foundation Stage as well as to the whole school.

#### **Introduction**

The governing body recognises that many pupils at some time need to take medication at school. While parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and the governing body wishes to do all that is reasonably practicable to safeguard and promote children's welfare.

This policy has been written in line with the DfE statutory guidance "Supporting pupils with medical conditions at school" (August 2017).

#### **Responsibilities**

The governing body takes responsibility for the administration of medicines during school time in accordance with the government's and LEA's policies and guidelines. The Headmaster will implement this policy and report as required to the governing body.

Medication will normally be administered by the Sick Bay, a qualified first aider, or paediatric first aider. Anaphylaxis training will be given to all staff and appropriate training and advice will be given to staff where pupils have individual health care plans for specific conditions.

All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. The governing body does not require staff to administer medication. However, all staff who agree to administer medication will undergo training provided by someone sufficiently qualified to do so.

#### **Staff indemnity**

The governing body fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following governing body guidelines. The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The governing body will meet any claims in these circumstances.

#### **Guidelines**

On admission of a pupil to the school, all parents are required to provide information about their child, giving full details of:

- any medical conditions
- any allergies

- any regular medication
- relevant emergency contact numbers
- the name and contact details of family doctor/consultants
- any special requirements (eg dietary)
- details of vaccinations that they have received
- permission to administer or not to administer over the counter medicine

### **Administration of prescribed medication**

The school expects that normally parents will administer medication to their children.

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity to the school. Any requests must come from a parent in writing on the school's "Administration of medication requested by a Parent/Guardian" form and each request will be considered on an individual basis.

The form will include:

- name of parent and contact number
- name of child and class
- name of medicine
- name and contact details of doctor who prescribed it
- how much to give
- how it should be kept and stored
- how it is to be administered
- when it is to be given
- any other instructions

The form ends with the following consent statement:

*"The above information is accurate to the best of my knowledge at the time of writing and I give consent to the school to administer the medication in accordance with the school's policy. I will inform the school in writing of any changes to the above information."*

It will be signed and dated by a parent or someone with parental control. A separate form must be completed for each medicine to be administered.

The Headmaster (or person authorised by the Headmaster) will decide whether any medication will be administered in school, and by whom. In appropriate cases the Headmaster and parents in consultation with Sick Bay and school first aiders (and anyone else the Headmaster deems necessary such as the GP Governor) will draw up a healthcare plan.

The medication must be in the original, childproof container as prescribed by the doctor and dispensed by a chemist with the child's name and instructions for administration printed clearly on the label. The original dispensing label must not be altered.

The school will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents.

Medication will be kept under in the Sick Bay in a locked cupboard and logged in the medicine record book. Inhalers for children in Nursery to Year 2 will be the responsibility of the class teacher. The school surgery has a fridge available for the correct temperature storage of certain medicines. Staff will be made aware of how to gain access to the medicine in the event of an emergency. Adrenaline devices and Inhalers of children in Years 3 to 8 are kept in the Sick Bay in a marked and unlocked cupboard out of children's reach.

Normally the administration of medication will only be done in school at the following times:

- immediately before school
- breaks and lunch time
- exceptionally, immediately after the end of the school day

### **Administration of homely remedies**

In the event of a child becoming unwell during the school day, those staff who are authorised to administer non-prescription medicines to a pupil may do so but only with the authorisation from a parent or guardian. There should be a list of those medications stocked with indications for use, contra-indications, dosages, side-effects and the duration of treatment before nursing or medical advice is sought.

Pupils should not bring any over the counter medicine into school from home as this is provided by school.

### **Long-term medical needs**

The governing body and Headmaster will do all they reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the parents, and in most cases the family doctor. The governing body also reserves the right to discuss the matter with the Healthcare Professionals contracted by the School in advisory capacity.

### **Records**

The school form "Administration of Medication Record" must be completed in every instance and will be kept in the surgery.

The form will record:

- name of the pupil
- date and time of the administration
- who supervised the administration
- which medication was given
- how much was given
- a note of any side-effects

The medical record form needs to be filled in and checked regularly. The school will keep a record of the medical needs of all the pupils which is accessible to staff. This lists allergies, asthma sufferers and those children who require adrenaline devices. Confidential pupil data remains in locked files in the Sick Bay and is only accessible to authorised staff members.

### **Adrenaline device guidelines**

The school staff have agreed to administer adrenaline medication in extreme circumstances and only if they have been trained in the use of an adrenaline device.

Staff understand that adrenaline devices are a risk-free treatment and a one shot injection which can do no harm and may relieve a potentially high risk medical condition.

### **Training**

The governing body is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

### **Monitoring and review**

The Headmaster will be responsible for monitoring the implementation of this policy and reporting annually to a prescribed committee of the governing body.

**Policy reviewed: January 2018**

**Next review: January 2019**