



CODE OF PRACTICE FOR ADMINISTRATION OF MEDICINES IN SCHOOL/SUPPORTING PUPILS WITH MEDICAL CONDITIONS

Administration of medication is always best done by the parent of the child. Parents who find it necessary to administer medication to their child during school hours are welcome to come in at the appropriate time to do so. However, we know this is not always possible.

Lancashire Authority guidelines on medicines in school are as follows. Most pupils will at some time have a medical condition that may affect their participation in school activities.

There are other pupils who will have medical conditions that, if not properly managed could limit their access to education. Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly.

The administration of medicine is the responsibility of parents/carers. There is no legal duty that requires school to administer medication; this is a voluntary role. Staff who provide support for pupils with medical needs or who volunteer to administer medication only do this with the support of the Headteacher and parents.

When a parent requests that medicine be administered to their child at school the circumstances will be considered by the Headteacher and the decision will have regard to the best interests of the child and implications for the staff.

Generally non-prescribed medication will not be administered by staff. In general medicines, other than asthmatic medication, should not be given in school. To help avoid taking of medicines at school:

- A three-times daily dose can usually be spaced evenly throughout the day and does not necessarily have to be given at lunchtime.
- Parents will be advised to give a dose of medication after school.
- Following a period of illness a child's own doctor is the person best able to advise whether or not the child is fit to return to school and it is for parents to seek and obtain such advice as is necessary.

If a parents needs to administer medication to their child, they should contact the Headteacher to agree the support to be provided by the school. In such cases individual medication regimes should be discussed between the prescribing doctor, school nurse and Headteacher.

Where a request is made to school by parents, it should be in writing (using the appropriate form from the school office).



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If medicines are to be administered by staff in school we must bear in mind the county's guidelines on such matters, which are:

Unless otherwise requested, all medication will be stored in a locked non-portable cupboard in the school office, except when storage in a fridge is required. Inhalers are kept in class. Containers must be clearly labeled.

- Name pupil
- Date of dispensing
- Dose and frequency
- Cautionary advice/special storage instructions
- Name of medicine
- Expiry date
- There are written instructions from the doctor

A form of consent "Administration of Medicines/Treatment" has been filled in and signed. The school will keep a log of when medication has been administered. Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision.

Medicines will not be administered by staff if:

- They do not wish to do so. No member of staff can be asked to do this against their will.
- Timing of administration of medicine is crucial
- Some technical or medical knowledge or experience is required
- Training will need to be given to staff for administration of Epipens.

If children fall ill during the school day, parents will be expected to make arrangements to take the child home. It is therefore vitally important that the school is kept advised of up-to-date contact numbers.

Our school nurse pays regular visits to school. School nurses can be contacted at Fulwood Clinic.

Under the Children and Families Act 2014, the Governors and staff at Harris Primary School wish to ensure that all children with medical conditions are properly supported so that they can participate in all aspects of school life and achieve their academic potential.

Support for Children with Medical Needs



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Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical conditions. Where appropriate, and in conjunction with the School Nurse Service, the school can support children via a Health Care Plan.

It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.

Procedures for Managing Prescription Medicines to a Pupil whilst on Visits away from the School Premises

After completing the Risk Assessment and identifying children's medical needs, the class teacher is responsible for collecting and managing a child's prescription medicine and ensuring that they have access to the medication for the duration of their visit. Medication (e.g. travel sickness tablets) should be sent in the original packaging accompanied by the appropriate form from the school office. The school will make every effort to continue the administration of medication to a pupil whilst on visits away from the school premises, including sporting activities, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

Roles and Responsibilities of Staff Managing Administration of Medicines, and for Administering or Supervising the Administration of Medicines

The Governors and staff of Harris Primary School wish to ensure that pupils with medical needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle for members of school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

Long Term/Complex Medical needs

Parents of children who need long term medical needs should agree a medical plan with the Headteacher/SEND/CO/ health professionals.

Risk Assessment and Management Procedures

A list of pupils with medical conditions will be circulated to staff at the start of each term. Additional children will be discussed with the class teacher during the term as required. Class teachers will make a daily risk assessment on children in their care and notify a qualified first aider should any problems arise. Arrangements will be in put into place for staff absence to ensure another member of staff is appropriately trained and available. The team leader will ensure supply teachers are briefed accordingly.



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Monitoring and Review

This policy will be reviewed every three years to ensure that it is effective and workable.

Reviewed by: Miss Brown

Date of Review: September 2021

Date of Next Review: September 2022



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FORM 3

Parental agreement for setting to administer prescribed medicine

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

Name of Setting: _____

Name of Child: _____

Date of Birth: _____

Group/Class/Form: _____

Medical condition/illness: _____

Medicine

Name the medicine is prescribed to on the container: _____

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 eg Oral, inhaled: _____

Timing: _____

Special Precautions: _____

Are there any side effects that the setting needs to know about? _____

Self Administration (self administration YES/NO *(delete as appropriate)*
form to be completed if yes):

Procedures to take in an Emergency: _____



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Contact Details

Appendix 1

Name: _____

Daytime Telephone No: _____

Relationship to Child: _____

Address: _____

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the setting staff administering medicine in accordance with the setting policy. I will inform the setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I understand that I must deliver the medicine personally to [agreed member of staff] and accept that this is a service that the setting is not obliged to undertake.

Signature(s): _____

Date: _____

Relationship to child: _____



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