Article 28: You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.

Last Review Date: February 2016
Next Review Date: February 2019

Signed: .................................................. Date: ..............................
Headteacher

Signed: .................................................. Date: ..............................
Chair of Committee
SAFE STORAGE AND ADMINISTRATION OF MEDICATION IN SCHOOLS

Introduction

There are circumstances in which children on prescribed or recommended medication may need to take one or more doses during school hours.

The following guidelines will assist Head Teachers and staff, but are not intended to remove the need for varying decisions on individual cases. Further advice should be sought in cases of particular concern.

The responsibility for giving and securing a child’s medication rests with the parent or carer. The involvement of the school staff is discretionary. It is aimed at ensuring continuity of education for the child who needs short or long term medication during school hours but who is otherwise well enough to attend.

1. Your child must be well enough to attend. Where antibiotics are needed, they should not be in the acute stage of an infection.

2. Only those doses which cannot be given before or after school should be considered, e.g. **NOT** those marked twice daily. Parents / carers should administer the mid-day dose and retain possession of the medication, whenever possible.

3. Requests for staff to administer medication should be in writing, on the form provided for this purpose.

4. The medication should be in the original, clearly marked container.

5. The container should state the child’s name, and the name and directions of the medication.

6. In primary schools, the medication should be handed to a designated member of staff. In secondary schools, the decision can be taken locally, and depending on the age of the child and the nature of the medication it may be considered safe for the child to retain and administer his/her own medication.

7. It is advisable, even with older children, that parents / carers inform the school when a child is taking any, but the simplest, treatment. For example, paracetamol is a very dangerous drug in overdose. Parents / carers should be strongly discouraged from allowing children to bring analgesics to school except in single doses, e.g. for period pains.

8. The member of staff must be satisfied that adequate instruction is given where special or unfamiliar procedures are involved.

9. The parent/carer must state whether an adverse effect may result from failure to receive the medication, or possible side effects following administration.

10. All medication must be stored in a locked cabinet/cupboard, out of the reach of children. Special storage requirements e.g. refrigeration, must be considered before accepting responsibility.

11. A record must be kept of all medication given, or supervised. A suitable proforma is available for use.
The local authority requires schools to have policies and procedures in place to ensure the effective management of pupils’ medical needs.

Our school aims to be an inclusive school, meet the needs of, and provide equal opportunities for all the pupils. Parent’s cultural and religious views will always be respected.

In trying to fulfil this aim it is accepted that some pupils have special health need, which include taking medication in order that they can continue to attend school. There are also occasions when, under a doctor’s instructions, a pupil may need to take prescribed medication for a stated length of time.

In following the procedures set out below, the school staff will take full account of the Council’s policy on ‘Administration of Medicines in School’.

- The Head Teacher accepts responsibility, in principle, for school staff giving or supervising pupils taking prescribed medication during the school day
- A pupil may only take medication if the parent / carer has given written permission.
- Only medication supplied by the parent / carer will be administered to a pupil.
- Pupils will take the medication only when supervised by an adult (unless parents / carers have given written permission for self-administration)
- Whenever a pupil takes medication it will be entered in the “Administration of Medication” Record Book, which is kept in the Medical Room. Pupils who require long term medication will have their administration recorded in a separate section
- All medicines are kept in a locked cupboard within the Medical Room
- The school health team nurse or doctor and other agencies will support us in drawing up individual health care plans (IHCP) for pupils with specific health care needs
- The school will also liaise with parents / carers / carers on specific issues and seek parents / carers / carers’ agreement before passing on information about their child’s health to other school staff
- Staff will discuss the medical needs of pupils in the first instance with the Head Teacher
- Pupils’ health needs will be recorded on information sheets issued to staff at the beginning of each term and will be updated when necessary
- The Head Teacher will seek the advise of the Community Paediatric Service regarding infectious diseases
- All medication will be stored securely in the medical room. Arrangements are made so as to ensure that it is readily accessible at all times of the school day. Inhalers are to be named and kept in Medical Room Cupboard unless parent / carer advises the school otherwise.
• Parents / carers will deliver the medication to schools, but where this is not possible, the parents / carers should inform the school that the pupil will hand in the medication to the Office Staff upon arrival at the school.

• Where a pupil has long term or complex medical needs all the teaching staff, including visiting and supply teachers, relevant classroom assistant / auxiliary and playground supervisor will be informed. For those pupils, a written set of procedures (protocol) will be drawn up following discussions with parents / carers and School Doctor.

• The school doctor / nurse will train volunteer staff in dealing with specific conditions e.g. in administering adrenalin, testing blood sugar levels, etc.

• In an emergency situation the emergency services must be contacted immediately. The Secretary / Premises Officer will ensure that the emergency vehicle has ready access to the school. We have guidance on how to deal with emergency incidents posted in the school.

• If a pupil refuses to take advised medication, parents / carers will immediately be informed. No member of Staff will attempt to force a pupil to take medication against his / her will except in emergency circumstances where non-administration is likely to be life threatening.

• Staff will only administer non-prescriptive medication when there are clear written guidance from the parents / carers on:
  - the symptoms the pupil will show if required to take the medication;
  - the name of the medicine;
  - the quantity of the medicine;
  - the time of its administration;
  - any side-effects that may result from administration.

  Staff will not administer adhoc medication for minor complaints – these should be dealt with at home.

**Legal Position**

There is no legal requirement upon staff, teaching or non-teaching to administer medication. Staff undertaking duties associated with the administration of medication, do so on a voluntary basis. We may occasionally have some support staff who are responsible for the meeting of health care needs as part of their duties.

The Education Authority will indemnify staff who volunteer to administer medication to pupils. The Education Authority will likewise indemnify any member of staff acting in good faith for the benefit of a pupil in an emergency situation.

Where staff have been trained and act in accordance with training and medical advice, no question of individual liability will arise.

It is vital that responsibility for pupil safety and wellbeing is clearly defined and that each person involved with pupils with medical needs is aware of what is expected of them. We will work in close co-operation with parents / carers, health professionals and other agencies to provide a suitably supportive environment for pupils with medical needs.
Parental/Guardian Responsibilities

Parents / carers and any others who have legal responsibility for the care of children will keep pupils at home when they are acutely unwell.

Parents / carers will request from their general practitioner that dosage schedules for any medication prescribed will not include school hours wherever possible.

Parents / carers are responsible for their child’s medication. If a child requires medication during school hours, arrangements for its administration will be agreed between the parents / carers and the school.

Any medication to be administered in school will be clearly marked with the pupil’s name, will be brought to school by the parent / carer and will be delivered to the Clerical Assistant together with a completed consent form.

It is the responsibility of the parent / carer to check that medication is not out of date, that there is a sufficient quantity in school, that it is renewed as necessary and that any unused supplies are uplifted for disposal.

It is the responsibility of the parents / carers to advise the school in writing of any alteration to the prescribed dosage of medication.

Parents / carers may consider their children to be responsible enough to carry and administer their own medication. In this event the school must be given full written details of the condition/illness from which the child suffers along with written details of the medication to be taken and the self administration routine.

Parents / carers must advise the school in writing if their child is subject to any known allergic reaction e.g. to food stuffs which the child may come into contact with in the course of the school day.

The Local Authority Responsibilities

The local authority is responsible for ensuring that staff volunteering to administer medicines have appropriate training to support pupils with medical needs. This training should be arranged in conjunction with Health Professionals. Health Authorities have a duty to facilitate and support training and the local authority/school should be satisfied that training is adequate and appropriate.

Confidentiality

The School Staff will treat medical information confidentially.

Training of Staff

Staff are trained according to the specific needs of pupils attending the school. Two members of Staff have First Aid Training and two others are undergoing training at present. Any other Staff members request for training will be considered by the Head Teacher under Continuing Professional Development.

Administration Responsibilities

Our Clerical Assistant and Support for Learning Auxiliary have a responsibility for the administration of medicines and they are not available the Head Teacher will fill that role.
Dealing with minor injuries

The above staff will deal with minor cuts and bruises etc. These will be cleaned and occasionally a plaster or cream may be applied to aid the healing process. Parents / carers should inform the school if their child has any allergic reactions to any cream or plasters and neither of these options will be administered.

Recording of minor incidents/time spent in the Medical Room

A record is kept if a pupil has had a minor accident and attended the Medical Room and /or spent a period of time feeling unwell in the Medical Room. A copy of this report is sent home to parents / carers to inform them of the incident. Parents / carers are contacted if pupils are required to be taken home.

Monitoring and Review of policy

We will monitor our procedures in light of any incidents or revised guidelines from the authority. These will also be audited through review of our Health and Safety procedures.