

**Medication administration  
Churchill Park School**

**1: Introduction**

**2: The Headteacher's Responsibility**

**3: The Parents Responsibility**

**4: Guidelines**

**5: Circumstances Requiring Special Caution**

**6: Administration of Analgesics to Pupils**

**7: Parental Consent For Treatment**

**8: Information about This Policy**

**9: Review & Modification of This Policy**

Ratified Summer 2012.  
Review due Summer 2015

## **School Policy Statement**

### **The Administration of Medications in**

#### **Churchill Park School**

##### **1. Introduction**

The administration of medicines to children is the responsibility of parents/carers, and there is 'no legal duty for the Headteacher or the school staff to undertake these responsibilities this is a voluntary role' (DfEE 1996)

However, this school Policy Statement has been prepared to clarify for parents, staff and others concerned with the welfare of the pupils, the school's policy should a request for the administration of medicine be received from parents.

- 1:2 There are two main sets of circumstances in which requests may be made to school staff to deal with the administration of prescribed medicines to children at school:
- A] Cases of chronic illness or long term complaints, such as asthma, diabetes or epilepsy;
  - B] Cases where pupils recovering from a short-term illness are well enough to return to school, but are receiving a course of prescribed medication such as antibiotics.
- 1:3 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 the parents/carers role to seek and obtain such advice as necessary.
- 1:4 However, the school recognizes that if a child does need to take medicine this may not be sufficient reason for that child to be deprived of a period of schooling, however short.

##### **2 The Headteacher's Responsibility**

- 2:1 The Headteacher and the school staff cannot be required to administer medicine, but as persons acting with a duty of care, they must take appropriate action when a child is ill, to secure either the attendance of the parent/carer or of medical assistance.

- 2:2 When a parent requests that medicine be administered to their child at school the Headteacher will deal with the case sympathetically and on its merits. The best interests of the pupils should be considered and the implications for staff.
- 2:3 The Headteacher will ensure all staff are aware of the schools policy and practice with respect to the administration of medications. In the case of pupils with known medical conditions, staff in contact with the child will be made aware of precautions that need to be taken and the procedure for dealing with an emergency.
- 2:4 Where medicines are to be administered at the school, the Headteacher will ensure that there are named persons responsible for administering medicines. These members of staff will be suitably trained to undertake the responsibility
- 2:5 A clear written statement of the schools organisation and agreements for the administration of medicines will be given to parents, including a statement of their responsibilities and how to make a request for medicines to be given at school.
- 2:6 Where any doubt exists about whether or not to agree the administration of a particular course of medication in school, the Headteacher will seek advice from the Consultant community Paediatrician or the Designated School Nurse. In the absence of the Headteacher, a senior member of staff will seek advice.

### **3 The Parents Responsibility**

- 3:1 It is the parents' responsibility to ensure that the Headteacher/School Staff are informed of the child's requirements regarding the administration of medications (i.e.
- 1] the child's name
  - 2] the name of the medication
  - 3] The expiry date
  - 4] Dose to be administered
  - 5] Route given

- 6] Times of administration
- 7] Any specific instructions.

***Under no circumstances should drugs be decanted or transferred to any other receptacle without consulting nursing staff.***

- 3:3 A specific form can be made available to parents in the absence of a note, which includes written indemnity from the parent in favour of the staff involved in administering the medicine. The following form of words should be used where the administration of specific prescribed medication is requested:

*"I .....a parent/carer of ..... A pupil at Churchill Park School agree that the staff of the school may administer .....(name of medication) to my child according to the directions enclosed with the medicine. I confirm that my child's doctor has stated that s/he considers it necessary for the medicine to be taken during school hours/or in an emergency.*

*Signed:.....Print name .....Date.....*

- 3:4 If the parent/carer refuses to sign the indemnity the Headteacher will make it clear to them (in writing) that the school has a duty of care to the child and that school staff are therefore obliged, in an emergency to take whatever action they think best in the light of the facts known to them.
- 3:5 The medicine, in the smallest practical amount should be delivered to school, and the parent/carer or designated adult, e.g. bus escort, should hand it personally to the office or known member of staff.
- 3:6 In cases where children require medication over a long period of time, any change in the dosage or other arrangements must be notified by parents/carers in writing to the Headteacher.

## **4 Guidelines**

- 4:1 Long term illness such as epilepsy or asthma will be recorded by the School Nurse in the child's Health Care Plan, together with appropriate instructions.
- 4:2 Medicines will be kept in a locked cupboard. Under no circumstances should medicines be stored in First Aid Boxes. A designated Teacher/Teaching Assistant should be responsible for overseeing any transfers of medications.
- 4:3 A written record of the date and time of administration of any medication will be made on the appropriate form by designated Classteacher/Teaching Assistant/Class Assistant.
- 4:4 Whichever members of staff undertake the duties concerned with administration of medicine in school, within terms of their job description, the Headteacher will ensure that person has appropriate information and training to undertake the duties, and will continue to exercise the ultimate responsibility for the administration of medicines with school.
- 4:5 Where pupils might need to use an inhaler for asthma in school a flexible approach should be adopted. It may be considered appropriate for the inhaler to be stored safely within the classroom. The teacher or staff member will have immediate access to the inhaler whenever it is required by the child.
- 4:6 Staff should be aware of the potential need for some children to have their medication (inhaler) with them when, for example, participating in physical activity, or on out of school excursion.

- 4:7 Where emergency supplies of drugs are necessary, they will be stored in the locked cupboard in a pupil's classroom. Specific training on how and when to administer will be sought from the Community Paediatrician/designated School Nurse.
- 4:8 Medications no longer required will be returned to the parent/carer for disposal.
- 4:9 The review and monitoring of individual long-term cases and the necessary liaison with the child's own GP will be undertaken by the Community Paediatrician or the designated school nurse as required.

## **5 Circumstances Requiring Special Attention**

- 5:1 Injections should only be administered by a qualified nurse/paediatrician or person specifically trained to undertake this task. Under no circumstances should an untrained person attempt to administer an injection (With the exception of Epipen injection-which may be administered following the appropriate training).
- 5:2 Pupils who may experience an extreme reaction to for example food/wasp stings will require an individual healthcare plan. This will include procedures – contact with emergency services, and the administration of drugs as previously agreed. Staff trained in the procedure may administer an injection of Adrenaline (Epipen) following the pre-determined action plan for that child. This will be agreed with the parent/carer of the child.

## **6 Administration of Analgesics to Pupils**

- 6:1 In circumstances when pupils suffer headaches/menstrual pain/toothache the staff member may be asked to provide a mild analgesic (E.g. Paracetamol) to relieve pain.
- 6:2 Analgesics will only be given to pupils under the age of 16 when parents/carers have given immediate verbal/or prior written consent.

- 6:3 In such cases administration of medication will be recorded, including the name of the pupil, dose, medication, time and reason.
- 6:4 Tablets/liquid which will be standard Paracetamol for pupils aged 12 and over, or preparations of Paracetamol designed specifically for children for those under 12, must be kept in a locked cupboard either in the classroom or staffroom.
- 6:5 In no circumstances should **Aspirin** or preparations containing Aspirin be given to pupils.
- 6:6 If pain relief is required more frequently, parents/carers may supply this for their child – but only by prior written agreement.

## 7 **Parental Consent for Treatment**

- 7:1 A pupil who is over 16 years of age may give consent to any surgical, medical or dental treatment – if they are considered to be competent by way of the Frasier guidelines. For younger pupils obtaining consent from parent/carer does not constitute a difficulty; normally the parent/carer will make the decision.
- 7:2 If a child is being taken on a school journey where medical treatment may be required, and the parent/carer is not prepared to give written instructions and an indemnity on the subject of medical treatment, the school may take the decision that the child does not go on the journey.
- 7:3 Parents who belong to religious bodies, which reject medical treatment, should make their views and wishes known to the school so that the implications of their beliefs can be discussed and accommodated.

7:4 Any complimentary therapies desired by the parent/carer should be discussed and a proper and responsible decision made by the Headteacher in consultation with the medical and nursing staff..

## **8 Information about This Policy Statement.**

The Headteacher will ensure that parents and staff are familiar with the arrangements set out in this policy statement.

## **9 Review and Modification of the Policy Statement.**

This School Policy Statement will be kept under review and may be modified as necessary after appropriate consultation.

Confirmed by the Governing Body of Churchill Park School

Date: Summer Term 2012

## **Policy & Guidelines for the Staff of Churchill Park School**

### **Policy Statement**

Policy and guidelines for the staff of Churchill Park School.

### **Objectives**

To ensure the administration of the correct medication, to the correct pupil by the correct route, with the correct dosage, and at the correct time. These are guidelines for safe practice.

### **1: Responsibility of the Designated School Nurse**

It is the responsibility of the School Nurse to facilitate the appropriate training for school staff on the administration of medications, and to oversee the general procedures for administering medication.

#### **This shall include:**

- A] Providing sufficient information/training for those administering medications.
- B] Hold records of all staff administering medication on school premises.

C] Notify the appropriate staff of any changes to medication should s/he be made aware by parents/carers

D] Responsibility for liaison with parents/carers and Community/Acute based Paediatricians in the case of changes/contra-indications of; or adverse reactions to specific medications.

E] Provide specific training for emergency medications.

## **2: Guidelines & Procedure**

2:1 Parents/carers are responsible for ensuring that staff are informed of changes to the child's medication regime; for supplying sufficient correct medication for school use, and for ensuring that all medication is correctly and clearly labelled.

2:2 All medications shall be kept in a locked cupboard in the pupil's classroom.  
All medications to be checked and administered by 2 people.

2:3 All medications given by school staff or on school premises will be recorded on the appropriate form in the pupil's drug administration record. This includes 'one only' and 'as required' medications. This will include the dose, the date, and the signature of the person administering the medication.

2:4 All errors or problems shall be reported to the School Management Team at the earliest possible opportunity, who will then assess and initiate any appropriate action, with supporting documentation.

2:5 Pupils out of school premises (trips/work experience) may have their medications taken with them. A designated member of staff will be responsible for the safe storage of the medication until required and will administer and record the administration of the medication

**Please note the Parental/Head Teacher Agreement for School to administer medication form (F624b) is to be signed off by Head Teacher or in his absence the Deputy Head Teacher.**