



## Kibblesworth Primary School

# Administration of Medication and Management of Health Needs Policy

### Introduction

The headteacher, governing body and employees at Kibblesworth Primary School wish to ensure that pupils with medical needs receive appropriate care and support at school and during school activities. This policy has been produced to ensure the safe administration of medication or medical procedure. It is supported by the Gateshead Council Education Policy EDP- HS - 02 *Administration of Medication and Management of Health Needs*.

### School Policy

At Kibblesworth Primary School employees are not legally required to administer medicine or supervise a child taking it. The prime responsibility for a pupil's health rests with the parents; **(The term 'parents' in this policy includes guardians and carers)** they are responsible for making sure their children are well enough to attend school.

It is generally accepted that school staff may support pupils with administration of prescribed medication (Oral only which has been prescribed to be taken 4 times per day) or support a medical need whilst acting *in loco parentis*. However, this does not imply a duty upon school staff.

Each request to support a pupil with a medical need will be considered on an individual basis. Parents should liaise with the head teacher to reach an agreement on the school's role in supporting their child's medical needs.

### No medication will be administered without a form being signed by a parent/carer

Children should remain at home when they are acutely unwell. Medicines will only be administered when it would be detrimental to a child's health if the medicine is not administered during the school day.

Under no circumstances will aspirin, or other preparations containing aspirin, be given to children under the age of 16.

### Procedures to be followed

Parents must complete and sign form EDP-APP-03 Form 2 *Parent Permission and Medication Record Individual Pupil* giving the dose, method of administration, the time and frequency of administration, other treatment, and any special requirements.

All essential medication should be brought to school by the parent. It should be delivered personally to the head teacher or appropriate member of staff.

All medication taken in school must be as originally dispensed.

No medication will be administered without a signed form from the parent/carer;

We will **NOT** administer non-prescribed medicine to a child.

Where appropriated information instruction and training will be provided by health professionals for employees who volunteer or are contractually involved in the administration of medicines, or supporting pupils with medical needs.

Where practicable the school will ensure that alternative arrangements are in place for those occasions when employees who provide support for pupils with medical needs are absent or unavailable

Where it is appropriate to do so(i.e. inhalers, exzema creams) pupils will be encouraged to administer their own medication, if necessary under staff supervision.

A record will be completed each time medication is given or medical procedure is carried out and this will then be signed by a member of staff after administration.

### **Responsibility of Parents**

Parents must provide the head teacher with detailed information about their child's medical condition, whether this is **before** the child starts school or if a **condition develops** whilst the child is attending school.

Prescribed medication will not be accepted in school without a complete signed form.

All medication must be delivered to a member of staff by a parent in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- Pupil's name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements
- Expiry date.

### **The school will not accept medication that has been removed from the original container**

#### **Parents should:-**

- request the prescriber where clinically appropriate, to prescribe in dose frequencies which enable the medicine to be taken outside school hours.
- provide the head teacher with comprehensive information regarding their child's condition or medical need and about the medication or support their child needs whilst in school,
- inform the school in writing of any changes to the prescription, the administration regime or the support required. This should be provided in conjunction with the GP or other medical professional as appropriate.
- for pupils on long-term medication the request form should be renewed following any changes or in any event at the beginning of each new school year.
- collect and dispose of any unused or expired medicine at the end of each term.
- ensure that medicines have not passed the expiry date.

- where appropriate provide written permission for their child to self-administer medicine
- It is the parent's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within expiry date.
- Request, if on long term medication, additional medication that can be left in school to ensure that it is always accessible.

**Refusal of medication or medical procedure**

If a child refuses to take their medication, staff will not force them to do so. Parents will be informed as soon as possible. Refusal to take medication will be recorded and dated on the child's record sheet.

**Health Care Plan**

Where appropriate, a personal Health Care Plan (HCP) will be drawn up in consultation with the school, parents and health professionals. The HCP will outline the child's needs and the level of support required in school.

**Educational Visits**

To ensure that as far as possible, all children have access to all activities and areas of school life, this school will make every effort to continue the administration of medication to children whilst on educational outings or residential visits. This is however something that will be discussed with parents on an individual basis. A risk assessment will be undertaken to ensure the safety of all children and staff.

**Storage**

Medication will be kept in a secure place, out of reach of pupils.

Antibiotics will be kept in a locked tin in the fridge.

Creams will be kept out of the reach of pupils

All inhalers will be kept in the child's class where the child should always have easy access to it

**Emergency Procedures**

The head teacher will ensure that all staff are aware of the school's planned emergency procedures in the event of medical emergency.

**Signed by .....** **Position.....**

**Date.....**

This policy will be reviewed (Date).....