



**MARTONGATE PRIMARY SCHOOL
POLICY FOR THE ADMINISTRATION OF MEDICINES
2018**

We understand that medicines can be potentially harmful and so we strictly control medication in school. Even if the pupil can administer the medication themselves, it is done under the supervision of a member of staff or the child's parents.

All pupils at this school with medical conditions have **easy access to their emergency medication**.

All pupils are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition (for example Asthma inhalers). All pupils carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it. This will either be in the green box in the child's classroom, or in the school's medical room.

Pupils who do not carry and administer their own emergency medication understand that school staff will assist in helping them take their medication safely.

All school staff have been informed that they are required under common law to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication in an emergency, although staff are aware that there is no legal or contractual duty for any member of staff to administer routine medication or supervise a pupil taking medication unless they have been specifically contracted to do so.

For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent and in accordance of this policy.

Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.

In some circumstances, where there may be an intimate aspect, medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.

Parents should inform the school immediately if a child's medication changes or is discontinued, or the dose or administration method changes.

If a pupil at this school refuses their medication, staff record this and inform the child's parents.

All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements.

If a pupil misuses medication, their parents are informed as soon as possible.

The school understands that issues around medication can be upsetting for children and therefore commits to not discussing aspects of the child's medication with (or in the presence of) the child. The arrangements for the taking of medication will only be discussed with the child's parents. If this discussion is of a sensitive nature parents can request for this discussion to be held in private.

GENERAL

1. Medicines will only be administered by the school when:
 - a) Children are well enough to be in school
 - b) The child's parents are unable to do so
 - c) It would be detrimental to a child's health if the medicine were not administered during the school day.

However, there may be some children whose care or condition is particularly complex and the school may be unable to comply with the request. If there is any doubt then the matter will be referred to the headteacher who will make a determination.

2. Only medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber will be administered. Medicines from any other source, e.g. over the counter medicines such as Calpol (see exception below) will not generally be administered by staff. Cough sweets should not be brought to school.

The only exceptions to this rule are:

- a) When a child is on a school trip and needs travel sickness or other similar medication
 - b) If a parent feels that their child needs to administer lip salve/Vaseline, then the child should bring this and administer it themselves (but not share with any other child)
 - c) Calpol (or similar) can be administered for a specific reason for a maximum of three days if their parents provide a sachet with a single measured dose, with clear instructions as to their wishes (and if those wishes are in line with the guidance on the sachet).
NB. Calpol is used to reduce temperature and as a pain killer; the school does not feel that it is possible to say at 9am that a child will need to reduce temperature or pain at lunchtime, although parents are welcome to come to school at lunchtime to check their children and administer medication as they see best.
3. Medicines must always be provided in the original container as dispensed by the pharmacist, have the child's name on the container and include the prescriber's instructions for administration. Staff can only administer medication in line with the prescription/label and cannot deviate from those instructions, even if parents request it. Each time medication is dispensed school staff check that it is still within date and will not administer out-of-date medication. Parents also need to provide the means by which to measure the appropriate dose. The school will not accept any medication that has been taken out of the original container.
 4. The school will only administer medication if it is prescribed to be taken at least four times per day as it is recommended by health professionals that when medicines are prescribed to be taken three times per day can be administered before school, immediately after school and at bedtime. The only exceptions to this rule are:

- a) When the child is attending after-school activities (in which case it can be administered at lunchtime)
 - b) If there are prescribed times when it must be taken (clearly written on the label of the medication)
 - c) By special arrangement where there are compelling reasons that it is in the child's best interests with the agreement of the headteacher or their deputy
5. School will not routinely administer medication if the label/prescription says "If Needed" (or similar) as only a parent is qualified to make the determination as to whether it is needed or not
 6. No Medicine will be administered unless clear written instructions to do so have been obtained from the parents or legal guardians and the school has indicated that it is able to do so
 7. All medication (except inhalers which are stored in the first aid boxes in each classroom) will be kept securely in the medical room and in accordance with the product instructions
 8. Medicines will normally be administered by a specified member of school staff. However, where the medication takes the form of a cream or ointment (for example), it may be more appropriate for the child to administer it under the direction of a member of the school staff. Asthma inhalers are administered by the child for whom they are prescribed. If a member of staff feels uncomfortable about administering medication such as rectal diazepam they should consult the schools Intimate Care Policy and if they still feel uncomfortable they have the right to refuse and the child's parent would have to come into school to administer it
 9. Any unused or out of date medication will be handed back to the parents/carers of the student for disposal. It is the parent's responsibility to ensure that the inhalers supplied to the school for students use are still within date. They will be passed back to parents at the end of each term so that they can check that this is the case
 10. If a student refuses to take medicines, staff will not force them to do so, a note will be made in the first aid book and the parents/carer informed on the same day. If the refusal to take medicines results in an emergency, the school emergency procedures will be followed
 11. If the school believes that parents may be giving medication routinely (when not needed), or not following the prescription correctly, we have a duty to report this to the appropriate agencies
 12. All unused medications are returned to parents at the end of the Summer Term. Requests to administer medications are not rolled forward into the next academic year and must be reapplied for in the new school year

RECORD KEEPING

1. The school will keep written records of all medicines administered to students.
2. In the event of an excess dose being accidentally administered or the incorrect procedure being carried out, the child concerned must be taken to hospital as a matter of urgency.

INJECTIONS

There are certain conditions e.g. diabetes, bleeding disorders or hormonal disorders which are controlled by regular injections. Students with these conditions are usually taught to give their own injections. Where this is not possible, they should be given by their parents. If students are administering their own injections or other medications, this will be done under supervision in the school's medical room. Some children have systems for administering a dose of emergency medication (such as Epi pens for anaphylaxis). Staff are trained in the use of these and will administer them in an emergency.

POTENTIAL PROBLEMS

Appropriate action to take if:

- **Illegible prescription label**
Refer to parent initially, otherwise refer to medical staff and withhold administration of drug until advice has been sought but do not delay in seeking advice
- **Child is absent when a drug is due**
Record non-administration on record sheet. If appropriate administer on return to school. (Always follow the advice given in the patient information leaflet enclosed with the medication). Always inform parents of missed medication
- **Child vomits shortly after administration of drug**
Re-assure the child. Inform parent and school nurse or GP as appropriate. **DO NOT ASSUME IT IS SAFE TO GIVE A REPEAT DOSE!**
- **Child develops reaction to drug**
In mild cases:
 - Observe child for any further changes
 - Check the advice given in the patient information leaflet enclosed with the medication
 - Inform parents and school nurse or GP
In severe cases:
Symptoms include any or all of the following
 - Swelling of lips
 - Swelling of face
 - Blueness of lips
 - Difficulty breathing
 - Swelling of limbs
 - Flushed appearance
 - Sweaty appearance

CALL 999 IMMEDIATELY AND ASK FOR A PARAMEDIC/AMBULANCE



**MARTONGATE PRIMARY SCHOOL
REQUEST FORM – ADMINISTRATION OF MEDICINES**

Schools are not required to routinely administer medicines. However, as a school that works hard to support families, there are some circumstances where we may be able to do so, although we reserve the right to refuse the request or change this policy at any time.

In following our policy, we can only consider administering medicines if:

- a) Children are well enough to be in school
- b) The child’s parents are unable to do so
- c) It would be detrimental to a child’s health if the medicine were not administered during the school day.

Please note that the school cannot under any circumstances administer medicines on an ‘as needed’ basis as only a child’s parents can make the determination as to when it might be needed as they a) know the child, b) have spoken directly to a nurse/doctor and c) need to know how often medication has been applied/taken. In exceptional cases parents may request to make an appointment to consider whether the child should have an individual care plan.

If you would like to request that the school administers medication for your child, please complete the following details.

I _____, parent or legal guardian of

_____ (child’s full name), of Class _____

Request that my child be given the following medication on the days and at the times stated:

NAME OF MEDICATION	REASON MEDICATION REQUIRED	DOSE	DAY/S TIMES TO BE ADMINISTERED

ANTICIPATED LAST DATE THAT THIS MEDICATION WILL BE REQUIRED (AS PER THE DOCTOR’S INSTRUCTIONS):

I understand that the school will work within the terms of its’ policy, is not obliged to comply with this request and that the school’s decision is final. I further understand that all medication must be clearly labelled with my child’s name, the name of the medication, clear instructions as to how to take it and that it must be delivered by a responsible adult to the school office with a means of measuring the correct dose.

Signed:

Date:

