

# Medicines In Schools Policy

## The Birchwood Federation



The Lancaster School



<b>Approved by:</b>	Brian Main (Chair of Governors) Tracey Bowman (Executive Headteacher)	<b>Date:</b> January 2019
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<b>Last reviewed on:</b>	January 2019
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<b>Next review due by:</b>	January 2021
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## **Purpose:**

To provide guidance to teachers, Governors and Parents in respect of a procedure for dealing with the administration of prescription medicines

## **General Principles:**

- a.) Teachers nor non teaching staff have neither a legal nor contractual duty to administer medicines or provide health treatment
- b.) Legal responsibilities under The Health and Safety at work act remain those of the employer (the L.E.A )
- c.) Employees have a responsibility to: 1) take reasonable care of their own and others' health and safety 2) cooperate with their employers 3) carry out activities in accordance with training and instructions 4) inform the employer of any perceived risks

## **Parent Information:**

- a.) The school holds confidential information on pupils' health. This needs to be updated regularly. The provision of this information remains the responsibility of the Parent
- b.) The child's own doctor is the person best placed to advise whether a child should or should not be in school
- c.) All medicines are stored in a lockable cupboard in a secure area – all children must know where there medicine is being stored
- d.) When medicines are administered to children a record of the date and time is made
- e.) All parents must sign consent for their child to be given medicine in school (supplied themselves) – having given specific guidelines on dosage and frequency
- f.) All medicines remain the responsibility of parents and must be dropped off and collected at the school office at the end of each day
- g.) Educational visits - all medicines within school, for an individual, will be taken in an orange medical bag and be available when needed. A member of staff will sign and record the time the medicine was administered – a second member of staff will counter sign.
- h.) For an overnight residential visit – it is the responsibility of parents to bring into school the child's medication, complete the Medicines In School form and ensure that there is adequate dosage for the visit. All medicines within school will be taken in an orange medical bag and administered when needed – a member of staff will sign and record the time the medicine was administered. A second member of staff will counter sign.
- i.) The school will consider requests made by Parents in respect of the administration of medicines when;

- A child suffers from chronic long term illnesses/complaints such as asthma/diabetes/epilepsy

- A child is recovering from a short-term illness but requires a course of antibiotics, cough medicines etc.

- The school has received a written request from a Parent giving the instructions regarding the required dosage (see request form)

- The request form (attached) must be used whenever a Parent wishes medication to be administered and must be resubmitted termly

- The child requires Calpol or Ibruprofen (or other generic derivatives) to be administered for pain relief
- The medicine in the smallest practicable amount must be brought to school by the Parent (*under no circumstances the child*) and must be delivered personally to either the Headteacher, SENCo or school secretary.
- Medicines will be either self administered in the presence of the designated adult or will be administered by the designated adult according to the dosage instruction provided by the Parent
- The school will not be held responsible for failure to administer medication
- All medicines must be clearly labelled with owner's name, dosage and contents
- If the school has concerns about the nature of given medication, it reserves the right to refuse their administration. Parents will be advised of this immediately and will be consulted on alternative arrangements

## PARENTAL REQUEST FOR ADMINISTRATION OF MEDICINE

CHILD'S NAME: \_\_\_\_\_ YEAR GROUP: \_\_\_\_ CLASS TEACHER: \_\_\_\_

### THE MEDICINE

Name of medication	Duration of course	Dosage prescribed	Condition	Time to be given	Notes <i>Known side effects / precautions</i>

### CONTACT INFORMATION:

<b>First Contact:</b>		<b>Second contact:</b>	
<b>Home telephone:</b>		<b>Home telephone:</b>	
<b>Work telephone:</b>		<b>Work telephone:</b>	
<b>Mobile:</b>		<b>Mobile:</b>	

### DOCTOR'S INFORMATION:

<b>Name:</b>	
<b>Surgery Address:</b>	
<b>Surgery telephone:</b>	

### PARENTS:

I clearly understand and agree that:

- ✓ *The above medicine must be delivered to the school personally*
- ✓ *The responsibility for advising the school of changes in dosage remains mine*
- ✓ *I will notify the school of any changes in writing*
- ✓ *Only the "designated" person will be asked to administer medicine*
- ✓ *Should the school refuse to administer given medication, then the school and Parent will consult to find mutually acceptable alternative arrangements*
- ✓ *The school is under no obligation to administer medicines*
- ✓ *Medicines will not be administered unless this form is fully completed and agreed by all parties*
- ✓ *I understand that it is my responsibility to ensure that my child has a working, in-date inhaler, clearly labelled with their name, which they bring to school with them every day*
- ✓ ***For an Asthmatic child - In the event of my child displaying symptoms of asthma, and if their inhaler is not available or unusable, I give consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.***
- ✓ ***For a child requiring the administration of an Epi-pen - In the event of my child displaying symptoms of anaphylactic shock, and if their Epi-pen is not available or***

***unusable, I give consent for my child to receive medication from the emergency Epi-pen held by school for such emergencies.***

Signed: \_\_\_\_\_ (Parent / Guardian) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_

### **ASTHMA GUIDELINES**

#### **Education:**

- The school has a responsibility to advise staff on practical asthma management
- Each teacher has written advice on the management of an acute asthma attack
- School Health Advisers should be consulted in any event
- Pupils who appear over reliant on inhalers may have poorly controlled asthma and need to consult their doctor

#### **Parental Communication:**

- A school asthma register will be maintained and updated regularly
- Parents must provide school with details of dosage, equipment such as relievers, preventers and spacers
- It is the parent's responsibility to inform the school of details of treatment and changes as they occur. These will be recorded on the asthma record cards

#### **Access:**

- The school will consult with parents over whether or not inhalers are held by pupil or school
- Inhalers will only be allowed in school once parents have completed the administration of medicines form
- Parents will be asked to provide a labelled spare inhaler in case the regular one is lost / broken etc.
- If inhalers are to be administered by the school, they will be kept centrally in the school's office
- Parents must advise the school of inhaler expiry dates
- Inhalers are only to be used by / for the pupil for who they are prescribed
- A register of inhaler use will be maintained in the school office when medication is administered

#### **Nebulisers:**

- Some children need to use an electric device called a nebuliser. In such cases, they will only be allowed following liaison with Parents and the school's health adviser

#### **Physical Education:**

- Full participation remains the goal for pupils with asthmatic conditions
- Pupils should take a dose of their inhaler before exercise
- The inhaler should be readily accessible during the P.E. lesson (the school office is accessible)
- When swimming, pupils should take their inhaler with them

**Pets:**

- If pets cause a problem when kept in the class room, they shall be removed elsewhere.

**Art:**

- Some art materials may cause difficulty for asthmatic pupils. Teachers are aware of this.