

## **Medicines in School - Policy and Procedures for Self Administration or Administration by School Staff**

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### **Summary**

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. Woodham Academy encourages self-administration of medication when possible.

**Date adopted** November 2011

**Review date** Annually

**Last Reviewed** May 2019

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### **1. Aims**

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement the guidance within document DfE Medicines in Schools and Early Years-1 (March 2005)
- arrange training for volunteer staff to support individual students;
- liaise as necessary with medical services in support of the individual students;
- ensure access to full education if possible.
- monitor and keep appropriate records.

### **2. Entitlement**

The school accepts that students with medical needs should be assisted if at all possible and that they have a right to the full education available to other students. The school believes that students with medical needs should be enabled to have full attendance and receive necessary proper care and support. The school accepts all employees have rights in relation to supporting students with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting students with medical needs.

### **3. General**

All employees have a responsibility to ensure that they comply with this policy and any subsequent processes that are developed to support it. Employees who attempt to abuse this policy may face disciplinary action.

All information regarding medical conditions and medication will be handled sensitively and used only for its proper purpose.

Students fall broadly into two categories as follows;

1. Students who self administer medicine either over a short term or longer term
2. Students who require medicine to be administered by staff

The school will attempt to obtain medical information from feeder schools and through the use of data collection sheets and may contact parents to discuss student needs.

The school expects that parents educate their children to self-administer medication if this is practicable and that members of staff will only be asked to administer medicine if there is no alternative. Where it is impracticable for a student to self administer medicine, the school encourages parents to contact main office staff at the earliest opportunity.

The school will put in place care plans for students with long term and ongoing medical conditions in liaison with parents and the school nurse. Long term conditions will include Anaphylaxis, Asthma, Diabetes, and Epilepsy. These plans will consider;

- specific training for staff as required
- the implications for the student and staff
- the appointment of a named person with overall responsibility for each case

#### **4. Roles and responsibilities**

Administration staff will;

- enter students details onto the school medication register
- make all staff, including catering and supply staff , aware of the condition
- make it known where the care plan is available to see

Teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

#### **Students who self administer medicine either over a short term or longer term**

The school will encourage parents to make staff aware of students who need to bring medicine into school. All such medicines must be brought to the school by the parents and handed personally to administrative staff in the student support team.

Medicines will only be accepted when parents have completed the form “Parental Agreement for Student Self Administration of Medication in School” and when parents agree to collect and safely dispose of unused medicine immediately at the end of the course of treatment. A new agreement form will be required at the start of each academic year or if there are changes to the original agreement.

Parents must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use, the student name, prescription and dosage regime should be typed or printed clearly on the outside. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff.

Medicines brought onto the school site will be recorded and stored for safe custody by the administrative team from the student support team. Administrative staff in the student support area will be responsible for; storage of medicine, enabling students to gain access to the medication prescribed to them keeping records of these, however please see below under “*Parents/guardians will be responsible for;*”

Parents/guardians will be responsible for;

- Ensuring their child is aware of the dosage and confident in self administering that dosage i.e. school staff will not monitor the dosage taken at any one time

- Ensuring that sufficient medication is available for use by their child in accordance with the prescription – i.e. school staff will not be responsible for monitoring that sufficient medicine is available for use
- Informing the school if their child is taking any other medication at home and any possible side effects

If a student needs to take medication three times per day, parents will investigate whether this could be taken at home –i.e. The first dose before school, the second after school and the third in the evening.

If one dose is required to be taken during the school day, students should report to Student Support in the first instance.

### **Students who require medicine to be administered by staff**

All such medicines must be brought to the school by the parents and handed personally to administrative staff in the student support area.

Medicines will only be accepted when parents have completed the form “Parental Agreement for School Administration of Medication to Students”, and when parents agree to collect and safely dispose of unused medicine immediately at the end of the course of treatment. A new agreement form will be required at the start of each academic year or if there are changes to the original agreement.

Where parents have requested the college to administer medication to an individual student the school will only accept medication which is in the original container with a standard pharmacy label clearly stating the student name and dosage regime; the name of the pharmacist should be visible. All such medicines should be brought to school by the parent/guardian and handed personally to administrative staff instudent support. Parents must not send medication with their child. Any medication not presented correctly will not be accepted by school staff.

Medicines brought onto the school site will be recorded and stored for safe custody by the administrative team from the student support area. Administrative staff in the student support area will be responsible for;

- storage of medicine in a secure cabinet in a locked room
- enabling First Aid staff or other designated staff to gain access to the medication
- keeping records of these duties.

First Aid staff or other designated staff will administer medicine as detailed in the individual care plan discussed with parents, however please see below under “*Parents/guardians will be responsible for;*”

Parents/guardians will be responsible for;

- Ensuring that sufficient medication is available for use by their child in accordance with the prescription – i.e. school staff will not be responsible for monitoring that sufficient medicine is available for use
- Informing the school if their child is taking any other medication at home and any possible side effects

If a student needs to take medication three times per day, parents will investigate whether this could be taken at home –i.e. the first dose before school, the second after school and the third in the evening.

If one dose is required to be taken during the school day, students should report to Student Support in the first instance.