

Highfield CE Primary School

Administration of Medication to Pupils Policy 2024 - 2026



Approved by: The governing body

Date:

23.4.24

Last reviewed on: April 2024

Next review due by: April 2026

“Gracious words are like a honeycomb, sweetness to the soul and health to the body.”
Proverbs 16:24

Guidelines for the Administration of Medication to Pupils

The administration of medication to children is the responsibility of parents. It should be noted that school staff are under no duty to administer medication to children. If it is agreed by the head or his/her nominated representative to take on this responsibility it is purely on a voluntary basis. These guidelines apply both in school and on off-site visits undertaken as part of the curriculum. All staff working at the school are covered in respect of public liability insurance providing the guidelines have been followed.

In September, the admin staff will compile a list of pupils’ medical information from their registration form and give a copy to all class teachers. The Medical Lead (**Jeanette White and Carl Iszatt**) will ensure that pupil photographs with details of medical history and medication are kept in the class medical folder, along with pupil’s IHPs, and both department staffrooms have these details clearly displayed as well as copies given to lunchtime supervisors. This information will be updated if necessary when a new pupil is admitted or as the school is informed by parents. The Medical Lead is responsible for ensuring training is up to date and relevant, for keeping the school staff informed about procedures and guidelines, and for maintaining resources both in school and for off site visits.

The school must ensure that:

- there is a rota of named staff trained in first aid in each department (lists in staffrooms) and a copy in both reception areas,
- if possible, all support staff are trained in First Aid,
- all injuries requiring treatment are logged on the accident sheet in the medical area by the person giving treatment
- head injuries are logged by the person giving treatment and a letter sent home. Parents should be called in addition to the note home.
- children’s teeth are always checked to ensure no damage has occurred requiring the parent to be contacted to arrange a dental appointment/check
- infant pupils have a sticker to alert parents
- a first-aid kit is taken on an offsite activity
- procedures are followed for the administration of regular medication
- head lice:
 - all parents are informed if there is an outbreak of head lice or nits
 - staff do not closely examine hair
 - the school nursing team can be called upon to advise if there is a persistent problem

Administering regular medication:

There should seldom be the need for medicine to be administered to pupils during the school day. Pupils who are completing a course of treatment with antibiotics etc. can generally be given the medication before and after school hours. If a pupil is fit to come into school and requires medication to be administered at school, parents must complete a parent's agreement form for the school/setting to administer medicine (short/long term) form, providing details of the pupil's medical condition and the treatment required at school. A parent can request to come in to school to administer the treatment themselves.

The school Medical Lead will, in consultation with the Head teacher:

- discuss the request with the school nurse if appropriate;
- discuss the implications with the class teacher;
- identify a volunteer with current appropriate training within the pupil's department to administer the medication if requested by parents
- oversee the setting up of a system for administering and recording the treatment to ensure that:
 - the medication has clear written instructions on storage, dosage, time and variation
 - the medication is clearly labelled with the pupil's name
 - there is an expiry date for the medicine
 - the official medication record is completed when treatment is given
 - the medication is stored safely
 - counter signatures are recorded to ensure that the giving of medication has been witnessed
- meet and discuss the above arrangements with the parents;
- regularly monitor the arrangements and liaise with parents as necessary;
- ensure that all staff are informed about the procedures in place for the pupil.

The DfE advice is that that schools should retain records for medicines administered for as long as the children in the records are pupils at the school. These will be stored centrally on children's individual record folders.

In each department, the Medical Lead will ensure that staff have annual information sessions on asthma and anaphylaxis from the school nursing team. The Medical Lead will ensure that the following procedures are followed:

Asthma

- inhalers are kept centrally in the medical room, clearly labelled with the pupil's name
- older Key Stage 2 pupils may keep inhalers with them, but staff must be informed by parents however there must be a second inhaler supplied and kept in class. Pupils must not administer inhalers independently; an adult must be present to avoid over use.
- a record is kept when a pupil uses their inhaler – this may be on CPOMS
- an offsite pack is kept with the class when the pupils are off the school site
- photos of pupils who have been identified as needing an inhaler are kept in the class medical folder, are displayed in the medical room, kitchen and staff room.

Adrenaline Auto-Injector Devices:

- photos of pupils who have been identified as needing an adrenaline auto-injector device in the event of a severe allergic reaction will be displayed in each classroom medical folder, in the staff room, medical room and kitchen.
- a clearly labelled box containing the adrenaline auto-injector device and procedure to follow is kept in an accessible place in the classroom
- an offsite pack is kept with the class when the pupils are off the school site
- For each child there is an allergy action plan if they are listed as needing an adrenaline auto-injector device. A copy is kept in the labelled box and additional information displayed in medical room or near medical information.

Administering medication short term:

There is no legal duty that requires school staff to administer medication short term. Although no member of school staff is obliged to administer medication, many schools have at least one person who can help children take their medicines. Parents may also be allowed to come into school at an appropriate time during the day (such as lunchtime) to administer their child's medication. The school is under no obligation to provide this service and should a parent wish short term medication to be given they must complete a parental consent form (which can be obtained from the office), detailing the type of medicine and requirements at the start of the day. Medication will not be given without this form being fully completed, i.e. emergency contact details must be declared. If the child is found to be unwell, the parent will be contacted to collect the child.

The medication will be stored safely during the day and must be collected by the parent at the end of the day. The school is under no obligation to send the medication home with the child or pass it to any other third party, i.e. After School clubs.

Dear Parents,

We are currently reviewing medical procedures in school.

Your pupil is shown on our records as having an inhaler for asthma. Could you please complete the information below. We will be keeping a written record of each time your pupil uses their inhaler. This record will be available to parents on request.

Yours faithfully,

XXXXXXXXXXXXXXXXXXXX
(School First Aider)

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Name of School Highfield CE Primary School

Name of Child.....

Date of Birth.....

GP.....

GP Tel No.....

Name of Medication and strength	Dosage	Frequency	Duration	Date to Commence

Any other instructions.....

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Doctor/Consultant Signature.....

Prescriber's Stamp

Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form.

Name of school/setting

Highfield Church of England Primary School/Junior Site/Infant Site

Name of child

Date of birth

Class

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

The Admin team who will hand it to a qualified first aider.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. **I take responsibility for collection of this medication at the end of any day or period. I realise that the school accepts no responsibility and has not obligation for passing this medication onto any third party on my behalf.**

Signature(s)

Date

