



## Administering Medicines Policy

### **Purpose & Scope**

Children with medical needs have the same rights of admission to school as other children. Most children will at some time have short term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children may however have longer term medical needs and may require medicines on a long-term basis to keep them well.

Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for daily inhalers and additional doses during an attack.

Most children with medical needs can attend school regularly and take part in normal activities. However, staff may need to take extra care in supervising some activities to make sure that these children and others are not put at risk.

### **Individual Health Care Plans**

An individual **\*Health Care Plan** will help staff identify the necessary safety measures to support children with medical needs.

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Many children will need to take medicines during the day at some time during their time at Elliott Park School. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time they need to be absent. However, such medicines should only be taken to school where it would be detrimental to the child's health if it were not administered during the school day.

It is important to have sufficient information about the medical condition of any child with long term medical needs. If a child's medical needs are inadequately supported this may have an impact on a child's experiences and the way they function in or out of school.

The impact may be direct in that the condition may affect cognitive or physical abilities, behaviour or emotional state. Some medicines may affect learning leading to poor concentration or difficulties in remembering.

Elliott Park School need to know about any particular needs **before** a child is admitted, or when a child first develops a medical need. For children who are admitted to hospital regularly or attend hospital appointments on a regular basis a written **\*Health Care Plan** should be drawn up involving the parents, the school and relevant health professionals. (**\*Form 2 Health Care Plan**)

## **Procedure for bringing Medicines to School**

Medicines should only be brought to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Elliott Park School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

**Elliott Park School will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.**

## **Administering of Controlled Drugs**

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed for use by children. Any member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescribers instructions. A child who has been prescribed a controlled drug may legally have it in their possession. It is permissible for the school to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed. Elliott Park School will keep controlled drugs in a locked non-portable container and only the authorised staff may have access.

A record will be kept for safety purposes. A controlled drug will be returned to the parent when no longer required at the school.

**Misuse of a controlled drug, such as passing it on to another child for use is an offence.**

Staff should **NEVER** give a non-prescribed medicine to a child unless there is prior written permission from the parent.

**A child under 16 should never be given Aspirin or medicines containing Ibuprofen unless prescribed by a doctor.**

**No Child under 16 should be given medicines without their parents' written consent.**

Any member of staff giving medicines to a child should check:

- the child's name
- prescribed dose
- expiry date
- written instructions provided by the prescriber on the label or container

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. Elliott Park School must keep written records each time medicines are given. Forms 5\* and 6\* are to be used for this

purpose. In some instances it is advisable to have the dosage and administration witnessed by a second adult. (\*Form 5 Record of Medicine Administered to an Individual Child, Form 6 Record of Medicine Administered to all Children)

If children can take their medicines themselves, staff may only need to supervise. Form 7\* should be used in such instances (\*Form 7 Request for Child to Carry Medicine).

If a child refuses to take medicine, staff should not force them to do so but should note this in the records and follow agreed procedures as set out in the individual Health Care Plan.

Form 4\* is used to confirm, with the parents, that a member of staff will administer medicine to their child. Although there is no legal requirement to keep records of medicine given to pupils, and the staff involved, it is good practice to do so. Records offer protection to staff and proof that they have followed agreed procedures. Forms 5 and 6 should be used for recording medicines administered at Elliott Park School (\* Form 4 Head Teacher Agreement to Administer Medicine).

### **Storage of Medicines**

All medicines are harmful to anyone for whom they are not appropriate. Large volumes of medicines should not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual child. Children should know where their medicine is stored and the member of staff responsible for their administration. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to the child and not locked away. Appropriate forms need to be completed and signed for medicines that are self administered.

A few medicines need to be refrigerated. There should be restricted access to a refrigerator holding medicine.

### **Hygiene**

All staff need to be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should wear disposable protective gloves when dealing with spillages of blood or other bodily fluids. Soiled dressings etc should be placed in the yellow biohazard bag.

### **Emergency Procedures**

All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover should be arranged for when a member of staff responsible is absent or unavailable. Guidance on calling an ambulance is provided in Form 1\*

A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent arrives. Staff should never take children to hospital in their own car; it is safer to call an ambulance. Individual Health Care plans should include instructions on how to manage a child in an emergency (\*Form 1 Contacting Emergency Services).

There is no legal or contractual duty on staff at Elliott Park to administer medicine or supervise a child taking it. The only exceptions are set out in the paragraph below. Of course, swift action needs to be taken by any member of staff in the event of an emergency.

Anyone caring for children, including teachers and other staff have a common law duty of care to act like any reasonably prudent parent. Staff need to make sure children are healthy and safe. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in an emergency.

### **Annex - Forms**

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| Form 1 | Contacting emergency services  |
| Form 2 | Health Care Plan - for use when a child has a long term medical condition or medical needs |
| Form 3 | Parental agreement for school to administer medicine                                       |
| Form 4 | Head teacher agreement to administer medicine  |
| Form 5 | Record of medicine administered to an individual child                                     |
| Form 6 | Record of medicines administered to all children   |
| Form 7 | Request for child to carry his/her own medicine  |