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ADMINISTERING MEDICATION POLICY

Policy no: 21

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Rationale

In Hollywood Steiner School there are pupils who may need to take medication during school hours for long- or short-term medical needs, or in emergency situations.

The most common ailments suffered by pupils are asthma, epilepsy and diabetes. Anaphylaxis and extreme allergic reactions to certain foods, such as nuts, fish and dairy products, is on the increase. Staff are therefore being increasingly called to administer medication to pupils. Although staffs' conditions of employment do not include giving medication or supervising a pupil taking it, staff may volunteer to do this.

Principles

The prime responsibility for a pupil's health rests with the parent/guardian, however, to enable pupils requiring medication to participate as fully as possible in School activities the School may agree to assist a child with medical needs.

The Headteacher will ensure that all staff acting within the scope of the Pupil's Health Care Plan as well as within their terms and conditions of employment will be indemnified for all actions taken that are associated with the administration of medicines.

The responsibility of the Board of Trustees is to make sure that safety measures, which cover the needs of the pupil and staff, are outlined in the School's Health and Safety Policy.

This may mean special arrangements for particular pupils in managing and administering medication.

Roles and responsibilities

Short term medication

There are times when pupils request painkillers at School including aspirin and paracetamol. School staff should not give non prescribed medication without prior written approval from the parent/guardian as staff may not be aware of any previous dose taken or whether the medication will react with other medication.

- A member of staff should supervise the taking of the medication and notify the parent in writing on the day the painkillers are taken.
- If a pupil suffers from acute pain regularly, e.g., migraine, the parents should authorise and supply the appropriate painkillers.
- No pupil under 16 should be given medicine without the parent/guardian's written consent.

Prescribed medication – long term medical needs

Some pupils may have medical conditions which will require regular administration of medication in order to maintain their access to education. These pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and with support from the school can take part in most normal school activities.

In some cases, pupils with medical needs may be more at risk than their classmates. The school may need to take additional steps to safeguard the health and safety of such pupils. In a few cases individual procedures may be needed, i.e. (Appendix 1: Pupil's Health Care Plan).

Pupil's health care plan

When a parent requests medication to be administered to a pupil at School, the School will discuss the pupil's condition with the parent and the implications of the pupil's medical condition with the appropriate staff and where necessary draw up a Health Care Plan, i.e.:

- a written request together with a statement of the pupil's condition and requirements must be made available to the school (Appendix 2: Request by Parent for School to Administer Medication);
- the School will decide on the way in which the School will meet the pupils' requirements (Appendix 3: School's Agreement to Administer Medication);
- ensure appropriate training and appropriate medical advice is available from medically qualified persons, i.e. Pupil's GP, Specialised Nurse, School Nurse;
- the School will ensure that enough staff are trained in order to cover absences (Appendix 4: Staff Training Record).
- two members of staff are always present when administering medication which could expose staff to allegations of assault or sexual abuse, e.g., administering rectal Diazepam.
- train staff on how to call emergency services.

Emergency procedures

- All staff should know how to call the emergency services.
- All staff should also know who is responsible for carrying out emergency procedures in the event of need.
- Guidance on calling an ambulance (Appendix 5: Emergency Planning).
- Allocate a member of staff to stand outside to receive the emergency services.

Storage of medication

Some medicines may be harmful to anyone for whom they are not prescribed. If the School agrees to administer this type of medicine, the Headteacher has a duty to ensure that the risks to the health of others are properly controlled.

The School must ensure that:

- the medicine container is labelled with the name of the pupil, dose and frequency of administration and any expiry date.



- where a pupil requires two or more medicines, these should be kept in their original container and never transferred to another container.
- medicines are kept in a secure cupboard.
- the trained staff and the pupil know where the medicines are stored and who holds the key.
- a record is kept of all medication administered (Appendix 6); and
- a regular check is made to ensure that a medicine is not out of date, e.g., epi-pen.

School trips

The School may need to take additional safety measures for outside visits. Arrangements for taking any necessary medication will also need to be taken into consideration.

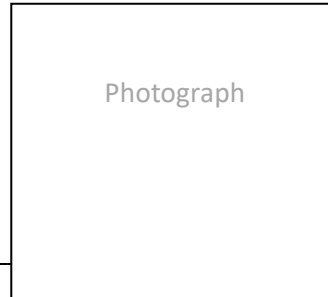
Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular pupil.

Healthcare Plan for a Pupil with Medical Needs

Name _____

Date of Birth _____

Condition _____



Class

Date _____

Contact Information

Family Contact 1

Name

Phone No. (work) _____ (home) _____

Relationship

Family Contact 2

Name

Phone No. (work) _____ (home) _____

Relationship

Clinic/Hospital Contact

Name _____



Phone No.

G.P.

Name _____ Phone No. _____

Describe condition and give details of pupil's individual symptoms:

Daily care requirements, (e.g., before sport/at lunchtime):

Describe what constitutes an emergency for the pupil, and the action to take if this occurs:

Follow up care:

Who is responsible in an emergency: (State if different on off-site activities)

Form copied to: _____

Request by Parent for School to administer medication.

Example form for parents to complete if they wish the School to administer medication.

The School will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that School staff can administer the medication.

Details of Pupil

Surname:

Forename(s)

Address:

M/F: _____

Date of Birth: _____

Class/Form: _____

Condition or illness:

Medication

Name/ Type of medication (as described on the container)

For how long your child will take this medication:

Date dispensed: _____

Full direction for use:



Dosage and method:

Timing: _____

Special precautions:

Side effects:

Self-administration:

Procedures to take in an Emergency:

Contact Details

Name:

Daytime Telephone No:

Relationship to Pupil:

Address:

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake.

Date: _____ Signature(s): _____

Relationship to pupil:

School's agreement to administer medication.

I agree that _____ (name of child) will receive _____ (quantity and name of medicine) every day at _____ (time medicine to be administered e.g., lunchtime or afternoon break). _____ (Name of child) will be given/ supervised whilst he/she take their medication by _____ (name of member of staff). This arrangement will continue until _____ (either end date of course of medicine or until instructed by parents).

Date: _____

Signed: _____ (The Headteacher)

_____ (Named Member of Staff)

Staff training record-administration of medical treatment

Form for recording medical training for staff.

Name:

Type of training received:

Date training completed:

Training provided by:

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment.

Trainer's signature: _____ Date: _____

I confirm that I have received the training detailed above.

Staff signature: _____ Date: _____

Staff signature: _____ Date: _____

Suggested review date:

Emergency Planning

Request for an Ambulance to:

Dial 999, ask for ambulance and be ready with the following information.

1. School telephone number
2. School name, address, and postcode
3. Give exact location in the school (insert brief description)
4. Give your name.
5. Give brief description of pupil's symptoms.
6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the pupil.

Related documents

- “Supporting Pupils with Medication Needs” DENI booklet
- First Aid Policy
- Child Protection Policy
- Educational Trips policy
- First Aid Risk Assessment
- Accident Book
- First Aid Training Records
- Appointed Person Training
- RIDDOR FORMS

ADMINISTERING MEDICATION Policy Review History			
Version	Revision Author	Summary of Changes	Date Approved