

POLICY FOR THE ADMINISTRATION OF MEDICINES IN SCHOOL

1. Policy Statement:

Parents and carers are responsible for their child's medication, but the School accepts that there are occasions when students may need to take medication whilst at school. The School policy is to do all that is reasonably practicable to safeguard and promote the welfare of those in the School's care. This policy operates in conjunction with the First Aid Policy.

SWPS is fully committed to ensuring that the application of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities policy.

2. Responsibilities:

The School takes responsibility for the administration of medicines during school time in accordance with school policies which are based on government guidelines. Medication will normally be administered by specially trained staff. All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. A number of specified staff are qualified first-aiders.

Staff who bring medicines into school for their personal use are reminded that they should keep them in an area inaccessible to students e.g., amongst their own possessions in the staffroom or in a locked space

3. Staff Indemnity

The governing body indemnifies all staff against claims for any alleged negligence or error, providing they are acting within their conditions of service and following school policies and guidelines.

4. Procedures:

4.1 Records of Medical Need and Contacts

On admission to the School and at the beginning of each academic year, all parents/carers will be required to provide up-to-date information giving full details of:

- name of family doctor/consultants
- special requirements (e.g. dietary)
- medical conditions
- allergies
- regular medication
- emergency contact numbers

4.1 Administration of Medication

When a student has medication they will bring it to the Main Office with instructions, and a "Record of Medicine Administered to an Individual Child" form will be completed, which indicates:

- the date the medicine was provided
- the quantity received
- the name and strength of medicine
- the dose and frequency of administering the medicine
- the expiry date of the medicine

Normally medication will be dispensed by a person fully qualified in First Aid. If the student is required and able to administer their own medicine, the First Aid Room Coordinator, or other suitably qualified person, will check that the student fully understands what must be done, and will supervise the administration if appropriate.

Medication is kept in a locked cupboard in the First Aid Room, or in the fridge if required. If a student has a prescription for an adrenaline auto-injector, we recommend that they always carry TWO AAs with them. Sometimes more than one dose of adrenalin is required, and the auto-injector device can be wrongly used or occasionally misfire. Allowing students to keep their AAs with them, reduces delays and allows confirmation of consent.

Staff will support students who demonstrate the maturity to carry their own auto-injectors, having been advised at home how to use them. We advise parents to register the expiry date of their devices on the relevant manufacturers website to give ample warning when a new prescription is required.

Parents/carers will be expected to notify the Main Office of any requests for the administration of medicines at the earliest opportunity. The First Aid Room Coordinator will decide whether the medication can be administered in school, and by whom (usually a first-aid trained member of staff). Where appropriate, the First Aid Room Coordinator, in consultation with the parents/carers, (and anyone else necessary) will draw up a Treatment Plan. Any areas of doubt will be referred to the Head, whose decision is final.

The medication must be in a container as prescribed by the doctor and dispensed by a chemist with the student's name and instructions for administration printed clearly on the label.

The School will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents/carers.

The School has auto injectors and Salbutamol inhalers for use in emergencies which will be held in line with the First Aid Policy. The School will hold a list of students who may need the emergency auto injectors or inhalers. Parents/carers will be informed if their child has used the emergency auto injector or inhaler in conjunction with the First Aid Policy and the School will keep a record of use. Appropriate support and training for specified staff will be provided to administer the auto injector and inhaler and support the identified students. Note: *If there is frequent use (more than 3 times a week) of a blue inhaler, the parents/carers will be notified.*

The school also holds a stock of Piriton syrup which will be given to students in case of a sudden allergic reaction if this is stated on their Treatment Plan; however the student will be required to provide their own if regularly needed.

The School does not, under any circumstances, allow the administration of non-prescription medicines in school (including painkillers) without written instructions from the parents/carers. Standard paracetamol is available to students if the First Aid Room Coordinator is in receipt of a signed authorisation from the parents/carers. In the event that a student needs medication and this form has not been signed, a telephone call to the parents/carers will be made to gain authorisation.

4.2 Administration of Medical Records:

The school form 'Administration of Medication Record' must be completed in every instance. It will be kept in the First Aid Room.

The form will record:

- name of the student
- date and time of the administration
- who supervised the administration
- which medication
- how much was given

The First Aid Room Coordinator will ensure that the medical record form is filled in and checked regularly.

4.3 Intimate or Invasive Treatment:

The School will not normally allow these to take place in school, but in exceptional circumstances the Head is authorised to agree to it. Two adults must be present when these take place, at least one of whom must be of the same gender as the student.

4.4 Long-term Medical Needs

The School will do all it reasonably can to assist students with long-term needs. Each case will be considered after discussion with the parents/carers, and in most cases the relevant instructions from a consultant or family doctor.

4.5 Training

The School is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

4.6 Educational Visits off site

Prior to such visits, the office will provide the trip leader with a list of student medical details including those students requiring medication, along with the relevant medication if held by the school. Emergency contact details will also be supplied. A First Aid kit will always be taken on any school visit, and this includes a spare auto-injector and inhaler.

5 Monitoring and Review

The Governing Body is ultimately responsible for the effective oversight, review and amendment of this policy and understands its legal obligation to do so.

This policy will be reviewed and updated annually or as events or legislation requires by the Deputy Head Pastoral and First Aid Room Coordinator,

Next scheduled review date: 09/2025 <i>Last reviewed: 08/2023</i>	
Key updates in this version:	<ul style="list-style-type: none">• No updates