



Queen Elizabeth High School

Administration of Medicines for Pupils Attending Mainstream

Ysgol Uwchradd Y Frenhines Elisabeth

Moving Forward Together

Curriculum, Staffing & Pastoral Committee
Date established by Governing Body: 13th November 2007
Responsible Person — Mrs Lisa Jones
Designated role — Assistant Headteacher
Chair of Governors signature — Helen Starkey
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Next review — Autumn Term 2022



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ADMINISTRATION OF MEDICINES for PUPILS ATTENDING MAINSTREAM

Introduction

When the School is asked to administer a prescribed medicine or treatment to a pupil, and the Headteacher agrees, then appropriate procedures are to be followed.

Staff recognise that they have a professional duty to safeguard the health and safety of pupils. They are aware of their common law duty to act as any reasonably prudent parent/carer would to make sure that pupils are healthy and safe on school premises. This might under exceptional cases necessitate the administering of medicine and/or taking action in an emergency. This duty also extends to teachers leading activities such as educational visits, school outings or field trips.

Parents'/Carer's role

Parents/carers are encouraged to provide the school with full information about their child's medical needs. They should reach agreement on the school's role in helping with their child's medical needs. Parents/carers are responsible for letting the school know of any changes to the prescription or the support needed.

It is helpful, if whenever possible, medicines can be prescribed in dose frequencies which enable them to be taken outside school hours. Parents/carers are encouraged to ask the prescribing doctor/dentist about this.

The responsibility for the disposal of medicines is the parents/carers and they should collect medicines held at school at the end of each term and ensure that the medicine returned at the start of each term is in date.

Parents/carers are to complete the form: *'Request for School to Administer Medication'*.

Non-Prescribed medicine

School staff should generally NOT give non-prescribed medication to pupils. If a pupil suffers regularly from an acute pain, such as migraine, the parents should authorise a supply of appropriate painkillers for the child's use, with written instructions about when the child should take the medication. The forms: *'Request for pupils to carry their medicine'* and *'Request for School to Administer Medication'* must be completed. They should only have the amount of medicine that they need to take on them.

Procedures for the administration of medicines

NO pupil under 16 will be given medication without his or her parent's written consent.

Pupils who can be trusted and are very responsible will be allowed to manage their own medication. The following form must be completed – *'Request for pupils to carry their medicines'*. They should only have enough medication for their daily needs and not carry a full bottle/box of medicine.

In other cases, all medicines will be kept with the authorised member of staff. The member of staff giving medicine to a pupil will check:

- Pupil's name.

- Date of birth
- Written instructions provided by parents/carers or doctor.
- Prescribed dose.
- Expiry date.
- Complete the record card – '*Record of medication administered in school*'.
- If in doubt about any of the procedures, staff will check with parents/carers or health professionals before taking further action.

Emergency procedures:

Staff noting a deterioration in a pupil's health over time should inform the Health Adviser/senior member of staff who will let parents/carers know.

A pupil taken to hospital in an emergency will be accompanied by a member of staff who will remain until the pupil's parents/carers arrive.

Storage:

Medication should only be brought to school when absolutely essential.

Medicines, if necessary, will be kept with the authorised member of staff.

Large volumes of medication will not be stored. Whenever possible the pupil should bring the required dose daily.

The responsibility for the disposal of medicines is the parents/carers and they should collect medicines held at the school at the end of each term or on completion of treatment.

Health Care Plan

Pupils with a medical condition require a Health Care Plan. This is to ensure they have the appropriate access to education.

Parents/carers will be invited to school to draw up an Individual Health Care Plan with the appropriate member of staff. Each plan will contain information according to the needs of the individual pupil. It is the responsibility of the Parent/Carer to inform the responsible person in school of any changes.

Staff Training

A health care plan may reveal the need for some staff to have further information about a medical condition or specific training in administering a particular type of medication or in dealing with emergencies. Staff will receive appropriate training from the School's Health Adviser or her nominee. The information shared will be on a need to know basis due to confidentiality.

Intimate or Invasive Treatment

Some pupils may require invasive treatment such as the administration of an Epi-pen. Diabetes Mellitus pupils may require an injection of Glucagen Hypokit. Only nominated staff who have received appropriate training annually will be expected to carry out these procedures.

Epi-pen is classed as invasive because you inject. Staff will be offered appropriate training.

Confidentiality

School staff will treat medical information confidentially.

The Governing Body will review this policy to reflect changes in practice and legislation.

ADMINISTRATION OF MEDICINES FOR PUPILS WITH SPECIAL/COMPLEX NEEDS

Introduction

When the school is asked to administer prescribed medication to a pupil, and the Headteacher agrees, then appropriate procedures must be followed.

Parents'/Carers' Role

Parents/carers must provide the person in charge with full and correct information about the pupil's medical needs. Parents/carers are responsible for informing the school of any changes in dosage or medication.

No medication should be administered unless clear written instructions to do so and consent form signed, has been obtained from parents/carers.

It needs to be made clear to parents/carers that all staff are acting voluntarily in administering medicines.

It is the parent/carer's responsibility to maintain and ensure that there is in date supply of medication in school. Any unused or expired medication to be handed back to parent/carer for safe disposal.

If the pupil refuses to take the medication prescribed, the parent/carer must be informed on the same day and recorded on the medication administration form.

Procedures for the Administration of Medicines

All medicines to be kept with the authorized member of staff. Two members of staff giving medicine to a pupil should check:-

- (a) Pupil's name;
- (b) Date of Birth of pupil, if able to do so;
- (c) Before giving the medication, check that it is in its original container, clearly

- labelled with the pupil's name;
- (d) Route of administration – oral/nasal, dose, frequency, expiry date and document time and date;
 - (e) Two members of staff to be present at all times when medication is given and both to do above checks;
 - (f) **If in any doubt, DO NOT GIVE MEDICATION** and contact parents/carers.
 - (g) Two members of staff to check the parental agreement form in order to ensure consent has been obtained. Both members of staff to sign medication book in **BLACK INK, NAME IN FULL**, not initials.

Health Care Plan

Pupils requiring Buccal Rescue Medication due to epilepsy, their Health Care Plan will be done by the Consultant Paediatrician. Individual Health Care Plans will be drawn up for pupils with certain medical conditions.

Emergency Procedures

Staff noting a deterioration in a pupil's condition should inform the teacher-in-charge immediately and the parent/carer informed.

A pupil taken to hospital in an emergency will be accompanied by a member of staff who will remain with the pupil until the parent/carer arrives.

When contacting emergency services, please have the following information ready:-

- Give name of pupil and date of birth;
- Symptoms and condition of pupil;
- State your telephone number;
- Give location of pupil;
- State postcode
- Give exact location in the school;
- Give your name;
- Inform the best school entrance for the emergency service and ensure a member of staff is there to meet them;
- Stay calm and ensure that a member of staff stays with the pupil at all times.

Confidentiality

Advice and information to school staff regarding individual pupils will be provided by the named School Health Nurse.

All medical information to be treated confidentially and on a need-to-know basis.

Other Considerations

Due to different cultures and diversity, if it is noted that the parents/carers have literacy problems or where English is not the first language, it may be necessary to offer extra support for the completion of the forms. It is essential that parents/carers understand what they are signing to ensure pupils safety.



APPENDIX 1

Parental Agreement for School / Setting to Administer Medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Name of School/Setting: ***Queen Elizabeth High School / Canolfan Elfed***

Date:

Pupil's Name:

Group/Class/Form:

Name and strength of medicine:

Expiry date of medicine:

How much to give (i.e. dose to be given):

When to be given:

Any other instructions:

Are there any side effects that the school/setting needs to know about? Yes / No

If yes, please give details:

Number of tablets/quantity to be given to school/setting:

Please Note: Medicines must be in their original container or box as dispensed by the pharmacy

Daytime phone no. of parent/carer:

Name and phone no. of GP:

Agreed review date to be initiated by: The ALNCo or
Inclusion Centre Manager, Canolfan Elfed

- The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school's policy.
- I understand that I must deliver the medicine personally and accept that this is a service that the school/setting is not obliged to undertake.
- 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.

Parent's signature:

Print Name:

If more than one medicine is to be given, then a separate form should be completed for each one.

