



## Bishop's Castle Primary School

# Policy for the Administration of Medicines

### Aim

Our aim is to enable all children to take full advantage of all educational opportunities.

### 1. Rationale

We believe that we have a general and professional duty of being 'in loco parentis' for the children in our care and will endeavour to do what is reasonable in all circumstances in order to safeguard and promote individual children's health and safety, and welfare. In unusual circumstances we will consult those mentioned in the Technical Papers, Section 5 of the LA detailed policy guidelines to schools.

We believe that if children are unwell, they should be kept at home. When a child needs three doses of medicine during the day, one should be given before school, one after school and one before bedtime; when a child needs four doses a day, the child should not be in school. We need to know whether any child suffers from a chronic illness, and seek to collect this information by means of the Admissions Form. In all cases, our objective is to ensure that the child, rather than his/her illness, is the focus of attention.

For residential visits arrangements will be made for staff to administer medicine with parental permission.

There are two main sets of circumstances in which requests may be made to the Headteacher for medicines to be administered to children at school:

- cases of chronic illness or long-term complaints, such as asthma, diabetes, epilepsy, cystic fibrosis, anaphylaxis etc.;
- cases where children are recovering from short-term illness and are well enough to return to school but are receiving a course of antibiotics, other medicine, etc.

A third circumstance is where children who suffer occasional discomfort such as toothache, headache or period pain may require analgesics (pain relievers) when parents will be contacted and school Calpol can be administered under parental consent, in these cases a written record will be kept.

We are happy for parents to come into school to the office to administer medicines to their own children. All inhalers for use by children who have asthma will be kept in class bases in the child's asthma bag. Parents are encouraged to provide a spare inhaler that can be used if required. Spare inhalers are kept in a cupboard in the school office out of the reach of children. The school also keeps its own Salbutamol inhaler for use in emergencies. *(Please refer to the school's Asthma Policy for further details)*

In special circumstances other arrangements may be possible and the Headteacher will take the decision after careful consideration, and will ensure that any instructions, and the LA guidelines, are followed carefully.

Decisions will be made with regard to the best interests of the child, and the implications for the school staff. It is assumed that administration will be simple and straightforward to undertake.

There are other circumstances where timing is crucial to the health of the child, or there is the need for technical or medical knowledge and/or training, and perhaps intimate contact with the child. In these circumstances no decision will be made by the Headteacher before there has been detailed discussion with the Health Authority and/ or GP, the parents and the governors (Strategic Task Group STG).

If a child becomes unwell or has an accident in school, we will endeavour to contact a parent. Where possible, we will ask for the child to be collected and taken home or to a doctor or hospital. We will do all we can to ensure that we have a telephone number where we can contact parents. In circumstances where parents cannot be contacted we will exercise our responsibilities under the consent form signed by parents when their child starts school and seek help from a doctor, or hospital treatment if necessary. Any child who is taken to hospital without a parent or carer will be accompanied by a senior member of staff.

## 2. Guidelines

**A: Where the Headteacher has agreed to the administering of medicine, the following procedures should be followed.**

- Parents should be asked to complete a request form, **Appendix A**. The form should be completed and read in conjunction with the notes on the back of the form. The information in these notes will be followed by the school.

- For Asthmatics, an **Asthma Health Care Plan** should be completed. Please refer to school's Asthma Policy.

If the Headteacher is unsure about any request, she will ask for a doctor's note to confirm the information required.

- The medicine, in the smallest practicable amount should be brought to school by the parent, not the child, and delivered personally to the Headteacher or the school secretary. The medicine must be in the original bottle/packaging in which it was prescribed and:
  1. be clearly labelled with the child's name;
  2. be clearly labelled with the contents;
  3. be clearly labelled with the dosage;
  4. be clearly labelled with the date;
  5. be kept in the locked medicine cupboard in the School Office, or in the staff room refrigerator in a closed container. (N.B. This requirement does not apply to inhalers which should either be carried by children or be readily accessible to them.)
- The school will not give medication which is not properly labelled and/or has no clear guidelines on dosage. Parents will be requested to collect medicines held at school when they are no longer needed, have reached their expiry date or at the end of each term. School staff will not dispose of medicines.
- A written record (on the rear of the Parental Request Form) should be kept for all medicine administered short-term or long-term. This record should be kept with the parent's signed request form until such time as the period of medication has finished for reference purposes when necessary. Thereafter the request form should be transferred to the child's wallet in the Personal Information File.
- The designated person to administer medicine will normally be the school administrator or the child's classes first aider, and in their absence the Headteacher.
- A Parental Request Form should be obtained in all cases prior to any medicine being given in school. Oral requests from the child or parents should only be acted on in most extreme cases.

### 3. Guidelines

**B: Where the child has a long-term illness, the following procedures should be followed.**

Information on long-term illnesses must with consultation and consent of parents be recorded on the child's record together with appropriate detailed instructions about how to deal with the administration of any medicines both routinely and in an emergency.

An individual administration record sheet will be kept for each child with a long-term illness.

All staff in contact with the child must be sufficiently informed about the child's illness to enable them to assist in dealing with health maintenance and emergency situations. All staff concerned must treat this information as confidential.

All staff will know how to call the emergency services and know who the designated First Aiders are within the school.

**C: Care of Asthmatics within school.**

Please see school's Asthma Policy

**Date:** November 2024 taken to STG December 2024

**Next Review:** December 2026

## Administration of Medicines Request Form

Name of Pupil	
Exact Description of medicine(s)	
Dosage(s)	
Storage Requirements	
Date(s) of Dosage(s), specifying exact time(s)	Initials of First Aider Administering each Dose, date & time
Notes from First aider (e.g . reactions medicine )	

Signature of parent:

Date:

connect

sequence

change

replace

reduce

compare

add

arrange

classify

assemble