



BERRYMEDE JUNIOR SCHOOL

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Administration of Medication & Supporting Pupils with Medical Needs Policy

Policy Review Date: June 2017

Policy Renewal Date: June 2018

'Be Happy, Be Healthy, Study Hard'



BERRYMEDE JUNIOR SCHOOL
Administration of Medication & Supporting Pupils with Medical Needs Policy



The following information has been drawn up in accordance with the DfE guidance **Statutory Guidance for Adminstrating Medicines in School**

Most pupils will, at some time, have a medical condition which may affect their participation in school activities. For many this will be short-term: perhaps finishing a course of medication. Other pupils have medical condition that, if not properly managed, could limit their access to education. Such pupils are regarded as having *medical needs*.

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

This policy defines the ways in which Berrymede Junior School supports the needs of pupils with medical conditions (temporary or long-term), whilst safeguarding staff by providing clear guidelines and parameters for the support they offer.

Aims

1. To ensure that children with medical needs receive proper care and support in school.
2. To provide guidance to staff, teaching and non-teaching, on the parameters within which they should operate when supporting pupils with medical needs.
3. To define the areas of responsibility of all parties involved: pupil, parents, staff, Head teacher, Governing Body, etc.

Practice

1. **Parents/carers** are responsible for ensuring that their child is well enough to attend school.
2. **Parents/carers** must provide the Head teacher with sufficient information about their child's medical condition and support and care required at school.
3. **Parents/carers and the Head teacher** must reach an agreement on the school's role and responsibility for support for the child.
4. In the event of legal action over an allegation of negligence, it is *the employer* rather than the employee who is likely to be held responsible. The need for accurate records in such cases is crucial. Therefore thorough and accurate record-keeping systems have been drawn up, to be maintained by staff involved in supporting pupils with medical needs.
5. **The Head teacher** will ensure that staff who are willing or for whom care of pupils with medical needs falls within their job role should receive appropriate training to assist them with the role of supporting pupils with medical needs.
6. **The Head teacher** ensures that all parents are informed of the school's policy and procedures for medical needs.
7. **The Governing Body** ensures that the school has clear systems in place, in relation to this area of school life.

8. **School staff** are naturally concerned about their ability to support pupils with a medical condition particularly if it is potentially life threatening.

They need to understand:

- a. The nature of the condition
- b. When the pupils may need extra attention
- c. Where the pupils may need extra attention
(This information is to be provided by the pupil's parents)
- d. The likelihood of an emergency
- e. The action to take in the event of an emergency

9. There is no legal duty which requires school staff to administer medication. This is a voluntary role.

Administration of Medication

The Governors and staff of Berrymede Junior School wish to ensure that pupils with medication needs receive appropriate care and support at school.

Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil will receive proper training and guidance, and will also be informed of potential side effects and what to do if they occur.

The Governing Body of Berrymede Junior School has determined that staff will administer medication to a pupil where they feel it may be needed or where a child is physically unable to self-medicate under supervision. We will where possible, encourage the pupil to administer their medication themselves. In cases where a child is undergoing an emergency (e.g. anaphylactic shock, severe asthma attack) a trained member of staff will administer their medication.

Non-prescribed medication may only be given to pupils, where a pupil suffers regularly from acute pain (e.g. migraine). In this case, the parent must authorise and supply appropriate painkillers for their child's use with clear, written instructions. A member of staff will issue the medication, and notify the parents in writing on the day the painkillers are taken.

Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of 2 weeks supply at any one time).

Each item of medication must be delivered to the School Office, in normal **circumstances by the parent, in a secure and labelled container as originally dispensed.**

Each item of medication must be clearly labelled with the following information:

- . Pupil's Name.
- . Name of medication.
- . Dosage.
- . Frequency of administration.
- . Date of dispensing.

- . Storage requirements (if important).
- . Expiry date.

The school will not accept items of medication in unlabelled containers.

Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.

The administering of medications is documented on a signed administering of medicines form (Appendix A)

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to prescription dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medication needs, the school, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedures to be followed in the event of an emergency.

Please be advised that if your child requires long term medication then you will need to inform the school as soon as possible and you will be required to provide a letter from your GP to confirm this. If your child requires medication two times daily this should be administered at home morning and night.

Where pupils refuse to take their medication under supervision, as requested by parent or doctor, the staff will not force them to do so by any means. The parents will be informed immediately (for this reason it is the parents' responsibility to ensure that accurate and reliable contact details are available at school). Parents will take responsibility for their child's medical needs at this point, by coming to collect their child/supervise medication personally, advising emergency action (e.g. ambulance) or deeming that the child may remain un-medicated in school until the end of the school day. The school will, if in any doubt about a child's condition, contact the emergency services, with or without a parent's request/consent.

Other bodies which may be accessed or contacted in relation to the support of pupils with medical needs are:

The Local Authority
The Health Authority, through NHS Trusts
The School Health Service
The child's General Practitioner
The Community Paediatrician

If your child requires medication 3 or 4 times per 24 hours then it is vital that you inform the school of the time your child would require medication. Also informing the school of the time you last gave the medication on the medicine consent form. It is also important to remind you that you should inform the school if you have given your child any medication before arrival to school on Health & Safety grounds.

School Trips

The school will make every effort to ensure that pupils with medical needs have the opportunity to participate in school trips, as long as the safety of the child concerned and that of other pupils is not compromised by their inclusion.

The party leader will take additional measures as necessary, and/or request additional accompanying adults, to accommodate the inclusion of the child concerned. Parents must ensure that the party leader has full information on medical needs and any relevant emergency procedures. They must also ensure that their child has the correct medication needed for the trip.

Antibiotics Medicines

Will only be administered after your child has been at home for the first 24 hours. Please be advised that medicine that has been prescribed for use two times a day should be given at home unless the family practitioner has prescribed particular times for it to be administered.

Piriton/ Chlorphenamine Syrup

Will only be administered after we receive a letter from your family practitioner (GP), hospital, clinic or nurse once medication has been prescribed the school will administer following instructions.

Asthmatic Inhaler

Will be given to your child as directed by information given by yourselves and medication instructions. Be advised that if you have more than one child in your family for example siblings or twins each child will need their own separate spacer and medication device and these need to be clearly labelled. (For more information, see ASTHMA Policy)

We understand the need for children with asthma to have access to their inhalers at all times. If a child needs his/her inhaler at any other time then this will be arranged. The adults in the school will always be able to locate it within minutes if necessary. Children are expected to have two inhalers, one in the school office and one that is kept in the classroom.

Calpol, Medicinal Paracetamol, Oral Suspensions

Please be advised that Calpol or any Paracetamol oral suspensions will only be administered by staff after the child has been at home for 24 hours. Please be reminded that Calpol or Paediatric Paracetamol suspensions will only be given for the illness for which was originally prescribed. This will be confirmed by the issue date on the packaging medicine bottle.

Whilst we are aware that Calpol, Paediatric Paracetamol Oral Suspensions have a long shelf life the school will not administer this medication if it is over two weeks of the prescribed date of your child's sickness and you would need to consult your GP.

Cough Medicine

We are only able to give cough medicines that have been prescribed by your GP and again the school will not give medication if it is over two weeks of the prescribed date of your child's sickness

Epi Pens

Can only be administered by a trained member of staff. The school will store Epi pens in classrooms and all staff will be made aware of children who are in possession of one.

Appendix 1



BERRYMEDE JUNIOR SCHOOL

Head Teacher: Mrs L Khan BSc (Hons), MSc, NPGH, MBPsS

Parental agreement for Berrymede Junior School to administer medicine.

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

Pupil's First Name:		Surname:	
Class:		Date of Birth: / /	
Medical condition or illness:			
Medicine: <i>(please record the name/type of medicine – as described on the container)</i>			
Date dispensed: / /		Expiry date: / /	
Agreed review date to be initiated by: <i>(name of member of staff)</i>			
Dosage and method:			
Timing:			
Special precautions:			
Are there any side effects that the school needs to know about?			
Self administration: YES			
Procedures to take in emergency:			
Your name:		Telephone No:	
Relationship to child:		Address:	
I understand that I must deliver the medicine personally to: <i>(agreed member of staff)</i>			
I accept that this a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.			
Your name:		Signature:	Date:



Individual Healthcare Plan

Name of school/setting	Berrymede Junior School
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	
Family Contact Information	
Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
Clinic/Hospital Contact	
Name	
Phone no.	
G.P.	
Name	

Phone no.	
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Who is responsible for providing support in school	
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