



School Governing Body
Lee-on-the-Solent Junior School

'Happy School, High Standards'

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Lee-on-the-Solent Junior School
Administering Medicine in School Policy

Issued July 2017

Review September 2018



INTRODUCTION

Children with medical needs

Children with medical needs have the same rights of admission to school as other children. Most children will at some time have short term medical needs, e.g. completing a course of antibiotics. Others may have longer term medical needs e.g. children with epilepsy or cystic fibrosis.

Children may need medicines in particular circumstances e.g. children with inhalers for asthma or children with severe allergies e.g. nut allergies who may need an adrenaline injection.

Most children with medical needs are able to attend school regularly and can take part in normal activities.

All children with medical needs will be identified on the medical register. Children with specific or more serious medical needs will be identified and information will be kept in class registers and clearly displayed in the main office and a written Medical Protocol agreed.

Support for children with medical needs

Parents have the prime responsibility for their child's health and should provide school with information about their child's medical condition. Medical forms are sent home in order to update school records. The school nurse, doctor or health visitor may be able to provide additional information for staff.

There is no legal duty for staff to administer medicines but all staff have a duty of care to children.

All staff managing the administration of medicines and those who administer medicines will receive regular training and support from health professionals.

Policy

All children's inhalers and Asthma Management Plans are to be kept in the child's classroom in an easily accessible and clearly marked 'Asthma Box'.

Children who are taking prescription medicines such as antibiotics should have these administered by a parent/guardian unless written parental permission for staff to administer has been submitted and agreed by the Headteacher. Parents should administer doses of medicine in frequencies which enable them to be taken outside schools hours where ever possible.

Children with long term medical needs may have these medicines administered by a member of staff as identified on their written Medical Protocol. Qualified First Aiders in school may administer medicines in their absence, if they have clear guidance and have had training in the administration. These members of staff are currently:

- Sharon Hughes – Administrative Officer
- Louise Collins – Senior Administrative Assistant

In their absence advice should be sought from the Headteacher or the SENCO. All medicines, apart from the primary epi-pens and inhalers which will be kept in the child's classroom, should be kept in the first aid room adjacent to the school main office.

When children with long term medical needs such as diabetes attend a school trip either the child's parent, the identified supporting member of staff or one of the named First Aiders must attend. No child will be excluded from a school visit due to medical problems.

All parents have a duty to inform school of their child's medical needs. Written permission must be given prior to any medicines being given to a child.

[see permission form below]

Children with medical complications or severe medical conditions must have a clear Medical Protocol including risk assessments written between the parent and the SENCO prior to any medicines being administered in school. Until such time parents will be expected to administer medicines themselves.

In the unlikely case that all appointed members of staff are absent the parent will be informed and requested to administer medicines to their own child.

Medicines should only be taken in school when essential. Non-prescription medicines will only be administered in school when absolutely necessary for that child's attendance and, under those circumstances, only when provided by the parent and with their written consent.

All staff administering medicines will receive regular training.

All medicines administered should be recorded; a written record must be kept.

Guidance

School should never accept medicines that have been taken out of the container as originally dispensed nor make changes to the dosage on parental instructions.

Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions.

Staff administering medicines should do so in accordance with the prescriber's instructions and ensure that the medicine has been prescribed for the child in question.

All controlled drugs must be kept locked in the first aid room adjacent to the main school office to which only the named First Aiders can have access. A record must be kept for audit purpose.

All unused medicines should be returned to the parent when no longer required or out of date.

Using any medication for another child is an offence.

Children under 16 must never be given aspirin containing medicine unless prescribed by a doctor.

A written record must be kept each time medicines are administered in school. Staff should complete and sign a record sheet each time they give medicine to a child.

Parents should sign the record to acknowledge entry.

Children should know where their own medicines are stored and which member of staff has access to this and can support them. All emergency medication such as inhalers and epi-pens should be available to children at all times and must not be locked away.

Staff should not dispose of medicines, this is the parent's responsibility. All medicines should be collected by parents at the end of each term.

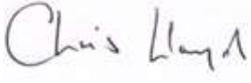
Emergency Aid

As part of the risk assessment for each emergency, staff and peers of the pupil concerned should be aware of the arrangements in the protocol for dealing with emergencies.

Staff should ideally never take children to hospital in their own car unless it is considered prudent to do so and parents have given permission to do so; it is generally safer to call an ambulance.

Confidentiality

All medical information must be treated with confidentiality. Generally all staff will need to be aware of the medical situation but this must be with the agreement of the parent.

Name of Unit/Premises/Centre/School	Lee-on-the-Solent Junior School
Date of Policy Issue/Review	July 2017 – Review September 2018
Name of Responsible Manager/Headteacher	Mr D Nickerson – Headteacher
Signature of Responsible Manager/Headteacher	
Name of Supporting Governor	Mr Chris Lloyd – Chair of Governors
Signature of Chair of Governors	

Lee-on-the-Solent Junior School Parental Agreement to Administer Medicine

The school will not give your child medicine unless you complete and sign this form.

Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine (<i>as described on the container</i>)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to either Mrs Hughes or Mrs Collins at the school main office.	

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 policy. 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.

Signature(s) _____ Date _____

The table below contains advice that members of staff can refer to when administering medicines to pupils in school. It is based on the Department for Education's statutory guidance on supporting pupils at school with medical conditions.

DO	DO NOT
<p>✓ Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they are not obliged to do so</p>	<p>✗ Give prescription medicines or undertake healthcare procedures without appropriate training</p>
<p>✓ Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they are not obliged to do so</p>	<p>✗ Accept medicines unless they are in date, labelled, in the original container and accompanied by instructions</p>
<p>✓ Check the maximum dosage and when the previous dosage was taken before administering medicine</p>	<p>✗ Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances</p>
<p>✓ Keep a record of all medicines administered to individual children. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it</p>	<p>✗ Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor</p>
<p>✓ Inform parents if their child has received medicine or been unwell at school</p>	<p>✗ Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers</p>
<p>✓ Store medicine safely</p>	<p>✗ Force a child to take his or her medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform his or her parents</p>
<p>✓ Ensure that the child knows where his or her medicine is kept, and can access it immediately</p>	