



Achieving together in God's light

Administration of Medication in School

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

Last reviewed: March 2018

Next review due: March 2021

Policy for Administration of Medication in School

1. It is the Policy of Limpsfield School in line with guidance from Surrey LEA to allow the administration of medication within school by nominated staff provided the appropriate form has been completed by parents/carers of the child, the child is deemed well enough to be in school and that the child would suffer if required to miss school in order to receive medication. The school respects the right of staff not to accept responsibility for the administration of medication except in an emergency situation. The staff would be fully indemnified should a claim for damages be successful. The nominated staff will normally be the School Office staff within school but the ultimate responsibility rests with the Headteacher
2. Parents/carers are responsible for ensuring the school is fully aware of any medical condition which might require long term medication and/or emergency treatment and MUST provide this information in written form backed up by confirmation from a GP or Consultant. A treatment plan must be filed using the form as supplied from the office. This copy should then be filed in the appropriate "First Aid" Drawer in the office and in the child's file. Parents/carers should also inform school in writing of any cultural or religious belief which would affect treatment of a child in an emergency situation.
3. Medication should be provided by parents/carers in the original container clearly marked with the name of the child, dosage, expiry date and length of the course of treatment together with any cautions. No change to dosage will be accepted on the say so of a parent. All medication administered in school must be on prescription and not "over the counter" medication requested by parents/carers. Classroom teachers should be informed of the necessity for medication even when it is handed directly to the office on arrival at school.
4. Medication will not be kept in school unless it is required for a named pupil. It is not practice at Limpsfield School to hold or administer Paracetamol unless it complies with the statement in Para 3. Although school staff will not administer Paracetamol, Aspirin or Ibuprofen unless prescribed, we do permit, by prior arrangement, for parents/carers or their nominated adult to come in during the school day to give it to the child.
5. All medication in school will be kept in a drawer marked "First Aid" in the school office, except those that need to be stored in the fridge in the staffroom. This drawer will contain all prescribed medication for daily use together with emergency medication such as, glucose and Asthma inhalers used in emergency situations. The exception are Epipens (or similar) and Diazepam which will be kept in the First Aid area in the office. Daily medication such as antibiotics should be collected by parents/carers or nominated adult each afternoon and returned if necessary the following day. Emergency medication should be collected at the end of the academic year for renewal or disposal. No child will be given any medication not prescribed for them. It is the parents/carers' responsibility to check the expiry dates on medicine and renew when appropriate. If a child may need an inhaler, Epipen or other medication in a life-saving capacity it is the parents/carers' responsibility to ensure that the medication is in school whenever the child attends and that the expiry dates are valid. If the medication is not in school the child may be asked to remain at home until the medication is delivered to the school.
6. Documentation for the administration of any medication should be kept in the school office with the medication and MUST be signed by the member of staff administering the medication when the medication is given. If a child should refuse medication this should be documented and the parent or carer informed immediately. Staff who administer medication must receive appropriate training particularly with regard to emergency medication such as Epipens, Asthma inhalers and Diazepam.

7. First Aid boxes will be located appropriately in school and checked on a weekly basis. ANY First Aid treatment should be documented and signed in an appropriate book kept with the First Aid box. Regular and appropriate First Aid training will be undertaken by all staff.
8. Practice for the administration of medication should follow the guidelines as issued by Surrey LEA and follow the practice and procedure of Appendix 1 to this document. All medication should be given as privately and as confidentially as possible and with no interruptions.
9. Staff at school should all be aware of any children with possible medical complications and make themselves aware of emergency treatment—e.g. asthma inhalers, Diazepam in cases of epilepsy, insulin and glucose for diabetics and severe allergies which may require use of an EpiPen.
10. An ambulance should be called and parents/carer informed if there is any doubt as to the medical problem of a child. Parents/carers MUST have given clear instructions in writing as to recovery periods following emergency medication but staff should err on the side of safety and not wait for that time period if they have any concerns with regard to the health of the child or member of staff. They will be backed up by Governors if parents/carers or authorities deem an ambulance was called without good reason.
11. Staff with any medical condition which might require medical treatment or emergency intervention are bound to inform the Headteacher. The Headteacher will then inform staff as she deems appropriate.
12. When off-site there will be a least one member of staff with responsibility for all medication and emergency treatment. That member of staff will have a first aid kit together with medication instructions and of the nearest hospital to the visit site.
13. The document entitled “Young People’s Health and the Administration of Medicines” issued by Surrey LEA will be kept in the drawer marked “First Aid”. Additional information is held within that folder regarding medical emergencies and all staff should be aware of its location. Any updates issued by Surrey MUST be inserted. Forms for completion when medication of any type is given are kept in the First Aid drawer in a separate folder marked “Medication”. The completed medication request forms are also kept in this folder together with details of Care Plans, Dietary Requirements and a list of children with inhalers in school.

The following pages are for use in emergency and should be photocopied and a supply kept in the medical folder.

Form For Use following Head Injury

Name of child

Class

Member of staff dealing with child

Nature of injury
Eg bleeding

Treatment

Is child-----Pale , Confused , sweaty, Headache ?

Parents/carers informed with time

Time Ambulance called

Signature

Copy of this form to be given to parents/carers and ambulance staff if called

- **Original – retained in school office**
- **1 copy to parents/carers**
- **1 copy to ambulance**
- **1 copy to Headteacher for online reporting**

Form to be used in treating a child with diabetes

Name of Child

Class

Member of staff dealing with child

Glucose Level

Normal range

Treatment
(Glucose/insulin given)

Recovery Time

Is the child pale, sweaty, clammy, confused?

Parents/carers Informed with time

Time Ambulance Called

Signature

Copy of this form to be given as follows :.

- **Original – retained in school office**
- **1 copy to parents/carers**
- **1 copy to ambulance**
- **1 copy to Headteacher for online reporting**

Form to be used in cases of an Epileptic seizure

Name of Child

Class

Member of staff Dealing

Length of seizure

Treatment Given

Recovery Time

Is child cyanosed(blue), sweaty, pale, confused, floppy

Parents/carers Informed with time

Ambulance Called with time

Signature

Copy of this form to be given as follows .:

- **Original – retained in school office**
- **1 copy to parents/carers**
- **1 copy to ambulance**
- **1 copy to Headteacher for online reporting**

Form to be used in treatment of child suffering an Asthma Attack

Name of child

Class

Name of member of staff dealing

Type of Inhaler Used

Further Treatment

Recovery Time

Is child pale, sweaty, cold, floppy, confused?

Parents/carers Informed with time

Ambulance called with time

Signature

Copy of this form to be given as follows .:

- **Original – retained in school office**
- **1 copy to parents/carers**
- **1 copy to ambulance**
- **1 copy to Headteacher for online reporting**

Form to be Used in cases of anaphalaxis (severe allergic reaction)

Name of child

Class

Member of staff Dealing

Reaction

Time EpiPen Given

Recovery Time

Time Parents/carers Informed

Ambulance Called—Time

Is child pale, floppy, confused sweaty?

Signature

Copy of this form to be given as follows .:

- **Original – retained in school office**
- **1 copy to parents/carers**
- **1 copy to ambulance**
- **1 copy to Headteacher for online reporting**

APPENDIX 1

Practice for Administration of Medicines within school

Form must be completed by parents/carers/carers.

A plastic spoon or syringe must be supplied for liquid medication

Medication must be in container supplied by pharmacy and must indicate

Name of child

Dosage

Instructions for administration

Date of Dispensing

Cautions

Expiry Date

The child should sit quietly whilst office staff administer the medication.

Refusal to take the medication should be notified to the Head and parents/carers immediately but the child should not be forced.

The relevant form must be signed by staff giving medication

Treatment plans must be supplied in writing for all children requiring emergency treatment showing treatment required and expected recovery time.

It is the responsibility of the nominated adult in charge to carry out the treatment as directed by the parents/carers BUT if they have any doubt an ambulance should be called.

Specific Surrey guidance relating to epilepsy states "if a seizure is longer than usual for the pupil (or five minutes) or there is no obvious response to rectal diazepam within a specified period an ambulance must be called"

A similar code should be followed for any child failing to fully recover in the time indicated as normal within their treatment plan.

PUPIL MEDICATION REQUEST

Child's Name: _____ Class: _____

Condition or Illness: _____

I agree to members of staff administering medicines/providing treatment to my child as directed below in the case of an emergency, as staff consider necessary.

For prescribed courses of medicines e.g. antibiotics, please give dosage below]

Signed: _____ Date: _____
Parent/Carer

Signed: _____ Date: _____
Accepting Staff Member

ONLY PRESCRIBED MEDICINES CAN BE ADMINISTERED BY SCHOOL STAFF

<u>Name of Medicine</u>	<u>Dose</u>	<u>Time</u>
<u>Special Instructions</u>		

PUPIL MEDICATION RECORD

Child's Name _____ Class: _____

	Date	Time	Medicine	Dose	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					