



OFFORD
PRIMARY
SCHOOL

MEDICATION IN SCHOOL PROCEDURE

Written by:	Senior Leadership Team
Approved by:	Governing Body
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Purpose and scope

This procedure has been drawn up with guidance from and meets the requirements of:

Dept of Health – Managing Medication in Schools Guidelines

Supporting Pupils with Medical Needs DfE

LA Health and Safety Management in Schools Guidance Note 29

This procedure covers the administration and storage of medication for employees and pupils of Offord Primary School and must be used in conjunction with the schools Intimate Care Procedure.

General Principles

- The school will provide the facility to store, administer and record individually prescribed medication.
- The school will assist children with long-term medical conditions by drawing up personal plans for the administration of medication.
- The school will endeavour to notify all staff of pupil medical alerts and treatment regimes
- The school will train and monitor staff who are used in the process of assisting with the administration of medication.
- The school will regularly review and update this procedure.
- The school will notify parents/guardians, if required, should an outbreak of a contagious condition arise within the school. Advice on the periods of exclusion for contagious diseases and the recommended treatment of head lice will be available on request.
- In the event that a child refuses to take prescribed medication (e.g. Ritalin) the school will advise the parent and destroy the drug as per the guidelines.
- Medications handed in that are not in their original dispensing containers will be rejected and the parent informed. This may result in a child being sent home from school.
- Parents will be advised that Offord Primary School does not allow pupils to carry medication and that all such medication is to be handed in on arrival at school.
- Staff dealing with medication and personal care of pupils with medical needs will be informed of their roles and possible implications and full training will be given.
- All staff have a duty of care and should be aware that under normal circumstances administration of medical care will be legally acceptable and no liability for malpractice would apply.

PROCEDURES:

Prescribed Medication

Medicines should only be brought into school when essential, that is where it would be detrimental to a child's health if the medicine were not administered during the school day. If a child requires medicine during the school day, we request that parents attend school to administer if possible.

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by the pharmacists and include the prescriber's instructions for administration.

Offord Primary School will not accept medication that has been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Controlled Drugs

The Misuse of Drugs Act and its associated regulations control the supply, possession and administration of some medicines.

Any trained member of staff may administer a controlled drug to the child for whom it has been prescribed, providing it is in accordance with the prescriber's instructions.

Controlled drugs must be stored and administered in accordance with the following procedure:

- Drugs will be stored in a locked non-portable container and only named staff should have access.
- Controlled drugs, as with all medication, should be returned to the parent when no longer required to arrange for safe disposal. If this is not possible, it should be returned to the dispensing pharmacist.



Non-Prescriptive Medication

The school will administer Non-Prescriptive Medication as per guidelines from NHS Cambridgeshire and Peterborough clinical Commissioning Group (Dec 2017). However, parents/carers must complete a Request for School to Administer Medication form, stating why the child needs medication (see Appendix 1).

Short Term Medical Needs

In certain circumstances, where non-administration of a drug could be detrimental to the child's health, the school will hold antibiotics for administration throughout the school day. Parents/carers must complete a Request for School to Administer Medication form (see Appendix 1).

Long Term Medical Needs

Pupils with long term medical needs will have a care plan, including medical administration guidelines, drawn up on their admission to Offord Primary School.

Training

Staff who administer medication will be trained in the correct procedures for giving, storage and disposal of medicines.

Correct hygiene and infection control procedures will be taught.

Safety precautions, such as disposable gloves/aprons/body fluid spillage kits will be available.

All staff involved with pupil personal hygiene will be asked to contact their GP with regards Hepatitis B inoculations.

Administration of medicines and record keeping:

Parents/carers must complete a Request for School to Administer Medication form (see Appendix 1). A copy of this form will be kept with the medication for administering staff to refer to. Another copy will be kept on the child's file. The school will not give medicine to any child unless the parent/carer completes the form and the Senior Administrator has agreed that school staff can administer the medication.

Trained staff will administer the medication and record it in the medical book kept in the staff room (see Appendix 2).

Safety of Medication Supplies

Large volumes of medicine should not be stored. Medicines will be stored in accordance with the product instructions and in the original container in which it was dispensed. The container must be clearly marked with the pupil name, dosage and frequency of administration. Where two or more medicines have been prescribed, each must be in a separate container.

- In Reception and Key Stage 1 all medication including asthma inhalers and epi-pens, are kept in the first aid cabinets in the pupil's classroom.
- In Key Stage 2, asthma inhalers are kept in children's trays, all other medication including epi-pens are kept in the first aid cabinets in the classroom

Refrigeration is available for products that require temperature control.

The use by date of any medication held in school over a period of time (e.g. epi-pens) will be monitored each half term and parents/ carers will be alerted that the medication is nearing the end of its use-by date so that a replacement can be provided. Asthma inhalers will be checked more regularly as these tend to be used a lot more.

Educational Visits/ Sporting Activities:

The school's Educational Visits procedure and procedure includes the declaration by parents of a pupil's medical needs.

The party leader is delegated responsible for the storage and administration of prescribed and controlled medication.

Offord Primary School will include all children in sporting activities; however, adults should be made aware of the need for privacy and dignity for children with particular care needs.

Parental Responsibility

The parent is ultimately responsible for the child's medical needs, however, whilst at school every effort will be made, within the guidelines, to ensure that the medical needs are met.



APPENDIX 1

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

Offord Primary School will not give your child medicine unless you complete and sign this form, and the Office Administrator has agreed that school staff can administer the medication.

Child's details	
Surname	Forename
Date of Birth	
Condition or illness	

Parent's details	
Name	Relationship to child
Daytime contact number	

Medication Details	
Name of medication	
For how long will your child take this medication?	
Date dispensed	
Dosage and method	
Timing	

Parent declaration: I understand that I must deliver the medicine personally to the school office and accept that this is a service which the school is not obliged to undertake.

Signed: _____

Date: _____

For office use only
I agree that (child's name): _____ will receive the above named medication accordance to the above instructions
Signed (Named member of staff):
Date:



APPENDIX 2

RECORD OF MEDICATION ADMINISTERED IN SCHOOL

Date	Pupil's name	Time	Name of medication	Dose given	Staff signature