

# Hartford Junior School



## Medication in School Policy

Written: 3 January 2018

Next Review: January 2019

Chair of Governor Signature:

Date:

### Revision and edition Log

Written January 2018	ELR
Approved	FGB



## Hartford Junior School Medication in School Policy

Written : July 2019

Review : July 2021

### **Purpose and scope**

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

Dept of Health – Managing Medication in Schools Guidelines Mar 2005  
Supplying Pupils with Medical Needs Dfee  
LA Health and Safety Management in Schools Guidance Note 29

This policy covers the administration and storage of medication for employees and pupils of Hartford Junior School and must be used in conjunction with the schools Intimate Care Policy.

### **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 policy
- 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 Hartford Junior School does not allow pupils to carry/ administer 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 taken into school or settings when essential: that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Schools 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

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

Parents/carers will complete the request form for the school to administer medication (Appendix 1). The school will not give medicine to any child unless the parent/carers complete the form and the headteacher has agreed that school staff can administer the medication.

Medication administered in school will be recorded on the Record of Medication Administered in School as per Appendix 2.

### ***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 new guidelines from NHS Cambridgeshire and Peterborough clinical Commissioning Group (Dec 2017). However, the parent/carer must provide the medication and must complete the relevant paperwork stating why the child needs medication- 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 must complete a request form – 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 arrival Hartford Junior School.

***Administration of medicines and Record Keeping:***

Trained staff will administer prescribed medication and record the issue on the Record of Medication Administered in School form Appendix 2.

***Educational Visits/ Sporting Activities:***

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

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

Hartford Community Junior 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.

***Employees/Staff Medication***

The school will not hold or administer medication brought into school by a staff member.

***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.

Pupils should be made aware how to access their medication and who is allowed to administer. Emergency medication, such as asthma inhalers or epi-pens, must not be locked away. Refrigeration is available for products that require temperature control.

***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.

***Parental Responsibility:***

The parent/Guardian 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

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

#### DETAILS OF PUPIL

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Class \_\_\_\_\_ M/F \_\_\_\_\_ Date of birth \_\_\_\_\_

Condition or illness: \_\_\_\_\_

#### MEDICATION

Name/Type of Medication (as described on the container) \_\_\_\_\_

For how long will your child take this medication \_\_\_\_\_

Date dispensed: \_\_\_\_\_

Full Directions for use:

Dosage and method: \_\_\_\_\_

Timing: \_\_\_\_\_

Special Precautions: \_\_\_\_\_

Side Effects: \_\_\_\_\_

Self Administration: Yes/No    Procedures to take in an Emergency: \_\_\_\_\_

#### CONTACT DETAILS

Name: \_\_\_\_\_

Daytime Telephone No \_\_\_\_\_ Relationship to Pupil \_\_\_\_\_

Address: \_\_\_\_\_

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.

Date; \_\_\_\_\_ Signature: \_\_\_\_\_

HARTFORD JUNIOR SCHOOL

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

I agree that \_\_\_\_\_ will receive \_\_\_\_\_

Every \_\_\_\_\_ will be given/supervised whilst he/she takes their medication by \_\_\_\_\_. This arrangement will continue until

\_\_\_\_\_

Signed (headteacher/named member of staff) \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

