

LEARNING TOGETHER TO BE OUR BEST

**DOVER PARK
PRIMARY SCHOOL**



Managing Medicines in School Policy

Date agreed: July 2021

Review date: July 2023

Signed: _____
Chair Board of Governors

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	December 2017	RB/KS/ AW	FGB	New policy
2	December 2019	KS	FGB	Revised Policy
3	July 2021	AW	FGB	Review

Dover Park Primary School

Administering Medicines in school policy

Aims

A clear policy that is understood and accepted by all staff, parents and children providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children, attendance is as regular as possible.

The policy is to include:

- Procedures for managing prescription medicines which need to be taken in the school day.
- Procedure for managing prescription medicines on outings and trips.
- Roles and responsibilities of staff administering medicines
- A clear statement of parental responsibilities in respect of medicines.
- Written permissions from parents for administering medicines
- Circumstances in which children may take non-prescription medicines
- Assisting children with long term medical needs
- Staff training
- Record keeping
- Safe storage of medicines
- The school's emergency procedures

If there is no set timescale for when the medicine needs to be administered, we will ask parents to administer the medicine outside of school hours. Where medicine needs to be administered at regular intervals, which would include during school hours, we will require the parent/carer or a nominated adult to come into school to administer the medicine themselves.

Prescribed Medicines

We will never accept medicines that have been taken out of the container as originally dispensed, or make changes to dosages on parental instructions.

It is helpful, when clinically appropriate, that medicines are prescribed in dosages that enable it to be taken outside of school hours. We will encourage parents to discuss this with the prescriber.

Prescribers should be encouraged to issue two prescriptions, one for home and one for school, thus avoiding the need for repackaging of medicines.

Controlled drugs should never be administered unless cleared by the Headteacher. Reference should be made to the DfES document *Managing Medicines in Schools and Early Years Settings 2005*.

Non-Prescription Drugs

Staff should never give non-prescribed drugs to a child unless there is specific written permission from the parent. This will be an exceptional situation rather than the norm.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Short Term Medical Needs

In order to reduce the time a child is away from school the school will administer medicines, for example the end of a course of antibiotics, but only for a short course of up to 5 days, and only when previous avoidance strategies have been examined. **Note the exceptional terms in the previous paragraph.**

Long Term Medical Needs

The school will be fully informed of the child's needs before admittance. It is essential to have

sufficient information in order for the child's medical needs to be adequately supported.
(Reference should be made to the 2005 DfES document in order to devise a care plan).

Administering Medicines

No child under 16 should be given medicines without written parental consent. Form 3A must be completed by the parent giving permission for medicine to be administered by staff.

Members of staff giving medicines should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions on the packaging

Members of staff giving medicines will usually not be teaching members of staff but support staff who are:

- Trained where necessary for the task

If in doubt, then do not administer medicines without checking with the school office staff who will then contact parents or the medical practitioner.

A record must be kept in a written form each time medicines are given. (Form 6 from the DfE 2005 doc. should be used to record)

Self Management

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines will be kept in secure storage so access will only be through the school office.

Record Keeping

Parents should inform the school of the medicines their child needs.

School will check that the medicine is in its original container and that the dispenser's instructions are clear.

A written record of medicines administered will be kept in the school office (form 6) and this will also be signed by the parents to acknowledge the entry. A copy of consent form 3A will also be kept in the office.

Educational Visits

It is good practice to encourage children with medical needs to participate in safely managed visits and trips off-site.

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Medicines not self managed by pupils will be in the safe care of a nominated member of the support staff. This colleague should be one who is willing to carry this responsibility. Complex medical needs for a specific pupil may necessitate a health plan for the visit. If any member of staff is concerned about whether they can provide for a child's safety they should notify the head teacher who will seek parental views and medical advice from the school health service or the child's GP.

The Governing Body

The governing body will be made aware of this policy and its role in being generally responsible for all school policies.

The Headteacher

The Headteacher will ensure that all staff receive appropriate support and training and are aware of this policy. Likewise, the Headteacher or secretary will inform the parents of the policy and its implications for them. In all complex cases the Headteacher will liaise with the parents and where the parent expectation is deemed unreasonable then the Headteacher will seek the advice of the school nurse or some such medical advisor.



Administering medicines in school

Teachers and other staff

All staff should be aware of the possible risks attached to certain pupils. They should be aware of possible emergency contacts. **Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines. Any support member of staff agreeing to administer prescribed medicines should be in receipt of appropriate training. The training shall be commensurate with the situation.**

Storing Medicines

Medicines should be stored away from children, be in their original containers and refrigerated where necessary. This will be the responsibility of the school office. Children should know where their medicines are kept and who is responsible. **This should be an exceptional duty and be only used when medical advice dictates that no other course of action is possible.**

Emergency medicines such as asthma inhalers and adrenaline pens should not be kept locked away but always in the vicinity of the relevant pupils.

Any problems or issues arising shall be initially referenced to *Managing Medicines in Schools and Early Years Settings 2005 DfSE*, a copy of which is kept in the school office.

KEY POINTS

- **THE SCHOOL WILL NOT NORMALLY AND REGULARLY ADMINISTER MEDICINES TO CHILDREN UNLESS THE ABOVE POLICY APPLIES**
- **NO TEACHING STAFF WILL ADMINISTER MEDICINES OR SUPERVISE CHILDREN SELF ADMINISTER MEDICINES**
- **ANY STAFF MEMBER ADMINISTERING MEDICINES WILL DO SO WITH APPROPRIATE TRAINING.**
- **ANY AND ALL MEDICINES WILL BE NOTIFIED TO THE SCHOOL OFFICE AND KEPT UNDER ITS SUPERVISION. This includes asthma relievers and adrenaline pens. The Office will know where these medicines are in school and the asthma register shall be updated annually and as and when new children come to school.**

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>✓ Check the maximum dosage and when the previous dosage was taken before administering medicine</p>	<p>✗ Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions</p>
<p>✓ Keep a record of all medicines administered. 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 prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances</p>
<p>✓ Inform parents if their child has received medicine or been unwell at school</p>	<p>✗ Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor</p>
<p>✓ Store medicine safely</p>	<p>✗ Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers</p>
<p>✓ Ensure that the child knows where his or her medicine is kept, and can access it immediately</p>	<p>✗ Force a child to take their medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform their parents</p>

Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form and form 6 at the end of each day. The school has a policy that support staff can administer medicines if they are willing to do so.

Name of Child: _____

Class: _____

Medical condition/illness: _____

Medicine

Name/Type of Medicine
(as described on container): _____

Dosage and method: _____

Timing: _____

Dates to administer
From & to: From _____ to _____

Are there any side effects
that the school needs to
know about? _____

Self Administration: Yes/No (delete as appropriate)

Contact Details

Name: _____

Daytime Telephone No: _____

Relationship to Child: _____

Address: _____

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

I understand that I must notify the school/setting of any changes in writing.

Date: _____

Signature(s): _____

Relationship to Child: _____

DOVER PARK PRIMARY SCHOOL

Record of medicines administered in school to all children

FORM 6

Date	Child's Name	Time	Name of Medicine	Dose Given	Reactions	Staff Signature	Print Name	Parent Signature