

Huntcliff School

Managing Medication in School

Date:	November 2022
Revision:	H
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Trustee Sub-Committee Approval:	November 2022
Board of Trustees – ratification:	November 2022

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1. Pupils with Medical Needs

- 1.1. Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term; perhaps finishing a course of medication. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. However school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

2. Support for Pupils with Medical Needs

- 2.1. Parents and carers have prime responsibility for their child's health and should provide the school with information about their child's medical condition (see appendix 1). Parents, and the pupil if he/she is mature enough, should give details in conjunction with their child's GP or paediatrician, as appropriate. The school doctor or nurse and specialist bodies may also be able to provide additional background information for school staff.
- 2.2. There is no legal duty which requires school staff to administer medication; this is a voluntary role.

3. Short Term Medical Needs

- 3.1. Many pupils will need to take medication at school at some time in their school life. Mostly this will be for a short period only; to finish a course of antibiotics or apply a lotion. To allow pupils to do this will minimise the time they need to be off school. Medication should only be taken at school when absolutely essential. Where possible parents will be encouraged to ask the prescribing doctor or dentist, if the medication can be prescribed in dose frequencies which enable it to be taken outside school hours.

4. Non Prescription Medication

- 4.1. Pupils sometimes ask for pain killers (analgesics) at school, including aspirin and paracetamol. **School staff should not give non-prescribed medicine to pupils.** They may not know whether the pupil has taken a previous dose, or whether the medication may react with other medication being taken.
- 4.2. If a pupil suffers regularly from acute pain, such as migraine, the parents/carers may supply appropriate pain killers for their child's use. This must include written instructions about when the child should take the medication and a completed Medication Form (see Appendix1). A member of staff must supervise the pupil taking the medication and notify the parents if there any problems.
- 4.3. All details of medication given to pupils should be recorded (see appendix 2)

5. Long Term Medical Needs



- 5.1. Where a pupil has long term medical needs the school will ask parents for:
 - 5.1.1. Details of the pupil's condition.
 - 5.1.2. Any special requirements e.g. dietary needs, preactivity precautions.
 - 5.1.3. Medication and any side effects.
 - 5.1.4. What to do and who to contact in an emergency.
- 6. Administering Medication**
 - 6.1. No pupil should be given medication without the parent's written consent. Any member of staff giving medication to a pupil should check:
 - 6.1.1. The pupil's name.
 - 6.1.2. Written instructions provided by parents or doctor.
 - 6.1.3. Prescribed dose.
 - 6.1.4. Expiry date.
 - 6.2. If in doubt about the procedure a member of staff should contact the parents or a health professional before taking further action.
 - 6.3. Any pupil needing to take medication during the school day must deposit their medication with the school office. No pupil should carry medication on their person while in school. (Asthma inhalers, epi-pens and diabetic needs are the only exceptions to this).
 - 6.4. If a pupil refuses to take medication, school staff should not force them to do so. The child's parents should be informed as a matter of urgency.
- 7. School Trips**
 - 7.1. This policy should be read together with the school's visits policy.
 - 7.2. Pupils with medical needs will be encouraged to take part in school trips, wherever safety permits. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. Sometimes it may be appropriate for an additional supervisor or parent to accompany a particular pupil. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on the trip, medical advice should be sought from the School Health Service or the child's GP.
 - 7.3. Medical forms must be completed prior to the trip and parents must be asked for all details of any medication required on the visit. Any pupil taking medication while on a school visit must deposit their medicine with a designated member of staff for safe keeping.



8. Storing Medication

- 8.1. Large quantities of medication should not be stored in school. The Headteacher is responsible for making sure that medicines are stored safely. All medication should be stored in their correct packages and labelled clearly with the pupil's name. School staff should not dispose of medicines, parents should be asked to collect unused medicines at the end of each term. Parents are responsible for disposal of date-expired medication.

9. Hygiene/Infection Control

- 9.1. All staff should follow basic hygiene procedures to avoid infection. Staff should wear disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings and equipment.

10. Emergency Procedures

- 10.1. In case of an emergency a member of staff should contact the office who will phone for an ambulance. If a pupil is taken to hospital they will be accompanied by a member of staff who will remain with them until a parent arrives.
- 10.2. Generally staff should not take pupils to hospital in their own car. However in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance.



APPENDIX 1

Request form for parents to complete if they wish the 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: _____

D.O.B: _____

Form: _____ **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: _____

Procedures to take in an emergency: _____

CONTACT DETAILS:

Name: _____ **Daytime Tel 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(s)** _____

Relationship to Pupil: _____



APPENDIX 2 - Record of details of medication to pupils

Week Commencing: -----

This form is to be kept at Reception

Name	Medication	Daily Dose	Date & Time Signed	Date & Time Signed	Date & Time Signed	Date & Time Signed	Date & Time Signed	Additional Comments