

Introduction

This policy is based on the Derbyshire guidelines which have been produced in association with health professionals, teacher associations and trade unions. The Derbyshire guidelines for specific treatments or medications should be consulted alongside this policy as they have been produced to support and protect staff to undertake the administration of medicines and to enable staff to act in an emergency.

The administration of medicine is the responsibility of parents/carers. However, school staff have a professional and legal duty to safeguard the health and safety of pupils. At Willington Primary School, we wish to do all we can to enable children to gain the maximum benefit from their education and to participate as fully as possible in school life.

Participation in the administration of medicine in school is on a voluntary basis.

The following paragraph in the LA guidelines indemnifies staff against claims for alleged negligence.

'The council fully indemnifies its staff against claims of alleged negligence, providing they are acting within the scope of their employment, have been provided with training and are following the LA's guidelines. For the purposes of indemnity, the administration of medicines falls within this definition and hence staff can be reassured about the protection their employer provides. The indemnity would cover the consequences that might arise where an incorrect dose is inadvertently given or where the administration is overlooked. In practice, indemnity means that the Council not the employee will meet the cost of damages should a claim for alleged negligence be successful'.

Medicine in school.

Pupils who are ill should not be sent to school. However some pupils need to attend school while taking prescribed medicine for the following reasons:

- ✓ they suffer from a chronic illness – (in this instance a Care Plan will be drawn up with advice from all professionals supporting the child and their family).
- ✓ they are recovering from a short-term illness and are undergoing or completing a course of treatment using prescribed medicines.

Parents /guardians should be aware that three-times-daily dosage can be spaced evenly throughout the day to avoid a lunchtime dose .GPs will usually adjust medication to avoid school time doses. However if this is not possible parents (or their representative) should come to school to administer medicine at lunchtime

Please note that the school does not keep any medication for distribution to pupils e.g. paracetamol.

In **exceptional** cases where medicine is administered voluntarily by a member of staff by prior agreement with the head teacher, we will follow the agreed LA procedures outlined below.

- ✓ All medicines that are to be administered in school must be accompanied by written instructions from the parent and/or the GP on a form provided by school.
- ✓ Medicine must be in its original container and should be clearly labelled with the pharmacist's sticker and with the correct size spoon for administration (or syringe)

Arrangements for the administration of medicines

- ✓ Agreement for the administration of medicine must be made with the school. This will only be for prescribed medication.
- ✓ 'Over the counter' medicines will **not** be administered.
- ✓ All medicines must be brought to the school office, together with the clear information from parents regarding their use. Forms detailing this will be completed and signed, by the parent
- ✓ One of the designated first-aiders (usually, but not always) the class teacher will administer the dose. When the dose has been administered the member of staff will sign that the dose has been given and these records will be kept in school.
- ✓ Any long term medicines must be checked by parents to ensure that they have not passed their expiry date. These medicines will not be sent home with pupils.
- ✓ All staff who participate in administering medicine will receive appropriate information and training for specified treatments in accordance with the code of practice. In most instances this will not involve more than would be expected of a parent or adult who gives medicine to a child.

Care Plans

Where children have medical conditions which may or do require rapid intervention, parents must notify the Headteacher or SENCO about the condition, symptoms and appropriate action needing to be taken following onset. A Care Plan will be completed detailing this and giving appropriate permissions for administration of medication e.g. diabetes. All staff will be made aware of the condition and what to do. Copies of Care Plans will be available in the office and First Aid cupboard.

Training will be accessed, where appropriate, from the school health service or other agencies. A record of this is kept by the Headteacher.

Inhalers for children with asthma

Parents/guardians have the responsibility to ensure that inhalers are clearly labelled with the child's name and marked as a 'reliever' or 'preventer'. Children with asthma will usually carry their own inhalers as they must have immediate access to them at all times. They **must** be taken to swimming lessons, sports events and educational visits.

Epipens

Where children suffer from severe allergic reactions, care instructions will be completed by parents and/or health agencies.

Epipens will be kept in the First Aid cupboard in the Staff Room. Parents are responsible for ensuring that medication is within date.

Training will be given by School Health Service and a record kept.

Educational Visits

The administration of medicines during out of school activities should be pre-planned. LA guidelines will be consulted and any difficulties discussed with parents and/or School Health Service.

Employee Medicines

All staff have a responsibility to ensure that their own medicines are kept securely.

This policy has been formally adopted by the Governing Body of Willington Primary School. It will be reviewed bi-annually by the Governors (or earlier if there is an emergency or new information)

Signed: M Lavender Dated: 9/12/2013.
(Chair of Governors)