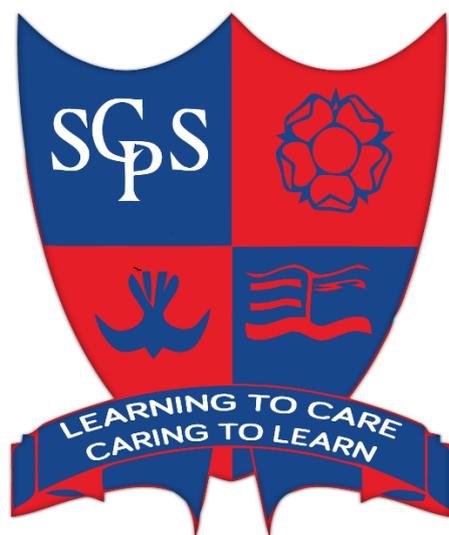


St Columba's Catholic Primary School



*Recognising every person is precious to God, our vision is to
provide an excellent Catholic Education*

Administration of Medication Policy

Date of issue	Review date	Date ratified by Governing Body
21/03/2019	21/03/2020	27/03/2019

Rationale:

Although regular school attendance is expected, if a child is ill they should remain at home until well enough to cope with the demands of the learning environment. Some children however who have a long term illness/physical condition may require medication to be administered in school.

The Governors and staff of St. Columba's Catholic Primary School wish to ensure that pupils with medical needs receive the care and support in school that they need, subject to the guidelines outlined in this policy.

Aim:

To provide an appropriate, safe policy in relation to the administration of medicine in school following national and local educational guidelines.

In a partnership approach, to identify clearly the responsibilities of the school and parents/carers in respect of a child's medical need and the roles and responsibilities of staff who volunteer to administer medication in school.

To ensure that members of staff know that there is no legal responsibility for non-medical staff to administer medication or to supervise medical procedures.

To ensure that all staff know they must be adequately trained before undertaking this role.

Responsibility:

It is the decision of the St. Columba's Catholic Primary School as to whether school staff should be asked to administer medication during the child's formal education.

School staff are not trained or qualified to administer medicines and the overall management of medical treatment for children is the responsibility of the parent/carer and it is also their responsibility to provide the school with up to date information regarding their child's medical needs and to keep the school informed of any change.

Where agreement is reached that members of staff should administer medication, a consent form (see Appendix A) must be completed and signed by the parent and St. Columba's Catholic Primary School.

A child will require a Care Plan if they have complex medical needs/more than one prescribed medication/medical procedure. A Care Plan must be formulated in collaboration with parents and any relevant professional body ie Hospital and Community School Nurse/Paediatric Teams. An up to date Care Plan should be in place for a child with complex medical needs as outlined above before they are admitted to school and school staff are requested to administer medication.

It is the parents/carers responsibility to ensure there is sufficient, in date medication in school. Medication must always be provided in its original container with the pharmacist's original label and clearly stating directions for use (see Appendix A).

Members of staff who administer medication in accordance with the school's policies and procedures are covered for insurance under the school's policy with the Local Authority.

Confidentiality

Information regarding a child's medical needs is kept securely in the main school office. While it is essential for staff to be fully acquainted with individual medical needs, this information must only be shared with relevant members of staff.

Short term antibiotic medication

Where possible, GPs will prescribe antibiotic medication in such a way that it can be given outside school hours. If antibiotic medication has been prescribed 4 times a day, and the child is well enough to benefit from lessons, parent/carers are asked to complete and sign a consent form (Appendix A) and a designated member of staff will to administer the second dose of the day.

Other prescribed medication

Some children require anti-histamine medication to be held in school for administration as required during the school day. This medication must be clearly labelled with the child's name and stored securely in the main school office. Two members of staff must be present whenever this is administered and both must sign the medication log. The child's parent must be telephoned straightaway to notify them that medication has been administered and the time of administration.

Over the counter medication

Over the counter medicines are regarded as non-essential and will not be administered in school in line with Local Authority guidelines. This also applies to homeopathic medicines.

Infectious diseases

Children who have an infectious childhood illness may return to school after the period in which they may pass the infection to other children and staff has elapsed.

Training

To ensure the well-being of the child and to safeguard staff, specific training should be given by a suitably qualified person, and before they are required to administer medication or undertake a medical procedure.

It is important that lunchtime supervisors are included in any training in order for them to be able to recognise an emergency situation and respond appropriately. Training should be updated as advised by medical directives in collaboration with School Health.

Storage of medicines

All medication must be stored securely, in a cool place; any requiring refrigeration must be isolated from other items i.e. food in the medical fridge, located in the main school office.

All emergency medication must be easily accessible as identified in the Care Plan and the whereabouts known to the child and all staff.

School should ensure that all adrenaline auto-injector(s) (AAI) devices, (also known as Epi pens) - including those belonging to a younger child, and any spare AAI in the Emergency kit - are kept in a safe and suitably central location: for example, the classroom store cupboard or staffroom to which all staff have access at all times, but in which the AAI is out of the reach and sight of children.

They must not be locked away in a cupboard or an office where access is restricted. AAI(s) must be accessible and available for use at all times, and not located more than 5 minutes away from where they may be needed.

Disposal and return of medication

Medication is only kept in school whilst the child is in attendance. It is the parent's/carers responsibility to replace medication which has been used or has expired. Parents/carers are requested to collect all medication at the end of each academic year and to return it as required at the start of the next academic year. Any medication not collected at the end of the academic year will be returned to a pharmacy for disposal.

Where disposal of sharp items i.e. needles is required, the appropriate safety measures must be followed as identified in the child's Care Plan.

Self-Administration

Where the child is recognised by a qualified person (ie parent/carer or medical staff) as being competent to self-administer e.g. using an asthma inhaler, it will be specified on the School Consent Form and School Asthma Card. For all other medication see Appendix A.

School Trips/Off Site Activities

Each member of staff leading a group of children on an off-site activity, will carry a medical first aid kit equipped with basic medical equipment, Accident Slips and a list of any children who have a medical condition and /or Care Plan. A child on an off-site activity who has been prescribed emergency medication must have a named trained person on the activity who will ensure that such medication accompanies the

child at all times and is returned to the designated storage area in the school. Class teacher/group leader need to record dosage out and dosage back in. Class teachers/group leaders will each take a mobile phone plus a Fatal/Serious Injury Procedure Card.

Record Keeping

If a medicine is administered by staff, there must always be a witness present, the date and time must be recorded, signed by the administrator and the witness and the parent informed straightaway. See Appendix B.

Any reason why a medication is not given must also be recorded. Staff must not force a child to accept medication but must record any refusal to do so and inform the parents as soon as possible.

When a child requires an individual Care Plan this is in collaboration with parents, staff and the relevant health professional i.e. School Nurse, Consultant, GP, Specialist Nurse.

Emergency Situations

The list of qualified First Aiders is displayed in the medical room and on posters around school. Staff must never take any child to hospital in a car, it is safer to call an ambulance. Health professionals are responsible for any decisions on medical treatment in the absence of a parent/carer.

In the absence of a parent/carer and at the discretion of the St. Columba's Catholic Primary School, a member of staff if available, may accompany the child to hospital and stay until the parent/carer arrives. Any medical information including contact details should be taken with the child or given to emergency staff.

Emergency Medication

Specific guidelines are in place for emergency medication within a child's individual Care Plan. A copy of this Care Plan plus a photograph is stored in the 'Class Important Pupil Information' folder and in the Administration of Medicines' folder located in the main school office; parents also have a copy.

Additional Information:

Anaphylaxis

Catering staff will be informed regarding any child who has a food allergy or anaphylaxis. A photograph and associated dietary requirements are displayed in the staff room and the school kitchen. This information must be kept up to date at all times.

Asthma

The school has adopted the 'National Asthma Campaign's School Asthma Policy'. Some children, particularly younger ones (usually defined as EYFS and some KS1), may need to use a spacer with their inhaler and be supervised in its use.

Diabetes

Staff will be offered support and training including that involved with blood glucose monitoring and administration or supervised self-administration of insulin if required. Epilepsy
Emergency medication can be prescribed for the treatment of convulsions in which case a Care Plan will be in place.

Appendices:

- A** parental consent to administer medication in school
- B** Record of Administration of Medication

References:

- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/196479/Managing_Medicines.pdf
- <http://www.healthedtrust.com/pages/medicine.htm>