

## **Kingsdown Secondary School**

### **POLICY ON ADMINISTRATION OF MEDICINES IN SCHOOL –Jan 2016**

#### **General:**

Kingsdown Secondary School recognises that many pupils will at some time need to take medication at school. Whilst parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and Kingsdown Secondary School wish to do all that is reasonably practicable to safeguard and promote children's welfare.

#### **Responsibilities:**

Kingsdown Secondary School takes responsibility for the administration of medicines during school time having taken due consideration of Government guidelines.

The Head Teacher will implement the Kingsdown Secondary School policy on a day-to-day basis and report as required to the Managing Director. The Head Teacher will ensure that procedures are understood and adhered to, that training is provided and that there is effective communication and consultation with Parents, Children and Health Professionals concerning pupils' medical needs.

All staff are expected to maintain professional standards of care though they have no contractual or legal duty to administer medication. Kingsdown Secondary School does not require staff to administer medication.

At Kingsdown Secondary School – there will be a named First Aider who will hold a current first aid certificate.

However, all Staff will have available to them if required:

- Advice and information on common childhood illnesses and conditions
- First Aid training to ensure that they feel confident to deal with minor everyday injuries
- Specific information and details regarding particular conditions that may apply to the learners for which they have charge

Some specified staff (eg Designated First Aiders, PE and Games staff, Staff taking educational visits) who volunteer their services, will be given training to administer first aid and/or medication to pupils.

#### **Staff Indemnity**

Kingsdown Secondary School fully indemnify all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following Kingsdown Secondary School guidelines.

The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. Kingsdown Secondary School will meet any claims in these circumstances.

## **Guidelines**

### **Records**

On admission of the pupil to the school, all parents will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication
- emergency contact numbers
- name of family doctor/consultants
- special requirements (eg dietary)

At the beginning of each academic year all parents will be required to up-date the medical form.

A 'protected' list of conditions that may suddenly arise requiring an immediate, appropriate response will be placed in the relevant Staff Room for referral.

### **Administration of the Medication**

Parents should ensure that they are familiar with the advice and guidelines the school provides with respect to health, in particular diseases caused by infectious and contagious organisms. The school expects Parents to respect the advice and guidelines.

The school expects that normally parents will administer medication to their children.

Any requests for medicine to be administered must come from a parent in writing on the school's Request to Administer Medication Form, and each request will be considered on an individual basis.

The Form will include:

- name of parent and contact number
- name of child and class
- name of medicine
- name of doctor who prescribed it as well as contact details
- how much to give
- how it should be kept and stored
- how it is to be administered
- when to be given
- any other instructions

The Form will end with the consent statement *'The above information is accurate to the best of my knowledge at the time of writing, and I give consent to the school to administer the medication in accordance with School Policy. I will inform the school in writing of any changes to the above information'*.

**This must be signed and dated by a parent or someone with parental control before any medicines are administered.**

A note, where relevant, should accompany the form from the child's doctor stating that it is necessary for the child to take the medication during school hours and that the child is sufficiently fit and non-infectious to return to school.

A separate form must be completed for each medicine to be administered.

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity and to discuss with the Head Teacher what can be done in the school, before the Head Teacher makes a decision. This applies to medication for an ongoing condition, e.g. epilepsy and for self administered medication, e.g. use of an inhaler. In the case of common, but long-term ailments, such as epilepsy and asthma, the facts of the illness, and the action to be taken by the school, should be spelt out by the medical practitioner and recorded in the child's records.

A compliant adult must supervise any administered medicine.

The Head Teacher (or person authorised) will decide whether any medication will be administered in school, and by whom. In appropriate cases the Head Teacher and Parents (and anyone else the Head Teacher deems necessary) will draw up a healthcare plan.

The medication must be in a container as prescribed by the doctor and dispensed by a chemist with the child's name and instructions for administration printed clearly on the label. Only the smallest amounts of medication should be brought into school.

The school will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents.

If the pupil is required and able to administer his/her own medicine (e.g. inhaler for asthma) the class teacher will check that the pupil fully understands what has to be done, and will organise or supervise the administration.

Normally medication will be kept under the control of the school administration office unless other arrangements are made with the Parent.

Normally the administration of medication will only be done in school at the following times:

- breaks and lunchtime

- exceptionally, immediately before school and after the end of the school day

The school will not allow in any circumstances the administration of non-prescription medicines in school unless the class teacher has a written request from a Parent. Class teachers are not obliged to be accommodating in which case the matter is to be referred to the Head Teacher or designated person.

### **Intimate or Invasive Treatment:**

The school will not normally allow these to take place in school, but in exceptional circumstances the Head Teacher is authorised to agree to it. Two adults must be present when these take place, at least one of whom must be of the same gender as the pupil.

### **Long-term Medical Needs**

Kingsdown Secondary School will do all we reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the parents, and in most cases the family doctor. The Governors reserve the right to discuss the matter with a medical adviser of their choosing.

### **Records:**

The school form 'Administration of Medication Record' must be completed in every instance. It will be kept in the school office.

The form will record:

- name of the pupil
- date and time of the administration
- who supervised the administration
- which medication
- how much was given
- a note of any side-effects

The School Administrator will keep the record and, in conjunction with the Head Teacher and the pupil's Tutor will ensure that the medical record form is filled in correctly and checked regularly.

### **Training**

Kingsdown Secondary School is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

### **Review**

Next review Jan 2018

## Request to Administer Medication Form

In order for the school to consider whether or not they agree to a request to give your child medicine during the school day it is necessary for you to complete and sign this form. Once the completed form has been received by the Office you need to seek time to discuss your request with the Head Teacher or, in his/her absence, a designated other at Kingsdown Secondary School.

### Parental details:

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

Contact telephone numbers: home: \_\_\_\_\_ work: \_\_\_\_\_ mobile:

\_\_\_\_\_

### Pupil details:

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

Class: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

### Doctor's details:

Name: \_\_\_\_\_ Tel. number: \_\_\_\_\_

Surgery: \_\_\_\_\_

Is a doctor's note provided? Yes / No

### Medication:

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

For how long is your child to 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: \_\_\_\_\_

### Emergency contact details:

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

Contact telephone numbers: home: \_\_\_\_\_ work: \_\_\_\_\_

mobile: \_\_\_\_\_

Relationship to pupil: \_\_\_\_\_

'The above information is accurate to the best of my knowledge at the time of writing, and I give consent to the school to administer the medication in accordance with Kingsdown Secondary School Policy. I will inform the school in writing of any changes to the above information'.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to pupil: \_\_\_\_\_

**SCHOOL RECORD FOR THE ADMINISTRATION OF MEDICATION.**

**Pupil details:**

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

Class: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

**Medication:**

Name/Type of Medication administered: (as described on container):

\_\_\_\_\_

**Has Parental request form been signed?**

**Yes / No**

*N.B. if the Parental request form not signed, no medication is to be administered.*

**Is a doctor's note attached?**

**Yes / No**

*N.B. if there isn't a doctor's note you must not administer any medication without speaking with either the Head Teacher or a designated other..*

**Date and time of administration:**

Date	Time	Medication	Amount	Side effects	Initials

**Date on which administration finished:**

\_\_\_\_\_

**Head Teacher signature:**

\_\_\_\_\_

**Date placed on file:**

\_\_\_\_\_

**By whom?**

\_\_\_\_\_