



Oxenhope Church of England Primary School

Administration of Medication Policy



Created by:	Date:	Next Review Date:
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Introduction

Relationship to Bradford Inclusion Strategy

The Inclusion Strategy adopted in Bradford prioritises action to promote and support the Presence, Participation and Achievement of all children and young people in the district's schools and educational settings.

In order to ensure that all children enjoy the fullest access to the life of the school community, and that the needs of those who are vulnerable to under-achievement are fully recognised, the Inclusion Strategy is driving policy development to ensure that best practice is shared and adopted across the district.

This guidance is promoted to headteachers, governing bodies, staff associations, parents' groups and pupil councils, in order to support consensus building and decision making at school level.

This guidance document has been produced to help schools to support pupils with medical needs who may require medication to be administered during the school day and where the medication is required to be administered more than 3 times per day. The guidance and policies are based on the DCSF guidance 'Supporting pupils with Medical Needs' as well as current guidance from the DCSF website. Schools should be familiar with this guidance.

Schools should be aware also of the wider context of the extension of the Disability and Discrimination Act 1995 to include educational settings, as well as the good practice guide produced by the DCSF entitled 'Health and Safety of Pupils on Educational Visits'.

Whilst all staff have a duty to take reasonable care for the health and safety of pupils in school (including the oversight and management of the pupils' care plan/care package which must be up-to-date and received on time) *there is no contractual obligation for teachers to administer medication*. Where teachers do agree to participate in this duty it should be recognised that these duties are a voluntary action. Such teachers should consult their trade union before entering into such an agreement.

It is important for schools to have in place policies and procedures on the administration of medicines and on support for pupils with medical needs and all staff should be made aware of these policies and procedures.

These policies and procedures also cover storage of medicines. These procedures should detail the action to be followed in the case of a medical emergency. Staff having day-to-day responsibility for individual pupils who have particular medical needs will need to be made aware of the health care plan for that pupil and the likelihood of an emergency arising in relation to that pupil and the action to take if one occurs.

Provided staff act in accordance with the school's policies and procedures they will normally be fully covered by the LEA's (or governing body's) public liability insurance. These procedures make it clear that only authorised and appropriately trained staff can administer medication to pupils or supervise the self-administration of medicine by pupils. In general, the consequences of not taking action are likely to be more serious than those of trying to assist in an emergency.

Administration of Medication in schools

The following points should be taken into account when writing a policy on administration of medication in schools:

- **Authorised persons** The Headteacher is responsible for the operation of the policy on the administration of medication in the school. The Headteacher can in turn authorise a member of staff to be responsible for the administration of medication for a particular pupil (or pupils) and this member of staff would then become an 'Authorised Person'. The member of staff taking on this role does so voluntarily and then only when they have received appropriate information and training.
- **Information for Parents** Reference to the school policy on the administration of medication should be included in the home school agreement and a full copy should be available to parents on request.
- **Medication** Medication can only normally be accepted in school where it has been prescribed by a doctor or other medical professional. In other cases, eg where a pupil suffers regularly from acute pain, such as migraine, parents may request and must supply appropriate pain killers for their child's use. Aspirin will not be permitted or administered unless there is written authorisation from a medical professional for this to be administered.
- Medication both prescription and non-prescription provided in a secure and labelled container can only be administered to pupils where parents **provide** such medication to the school and parents must specifically **request in writing** that the school administers it.
- Parents must also specify in advance at what times/intervals and what dose of the non-prescription medicine is to be given. It must never be left for staff to diagnose or decide where and when the medication is required or administered.
- If the non-prescription medication is to be taken with other prescribed medication the onus must be on the parents to certify to the school that the non-prescription medication has been given to the pupil without adverse effect and that approval for their combined administration has been obtained from a medical practitioner.
- It must also be made clear in the policy that non-prescription medication should not be given over a long period of time. If non-prescription medicines are required to be administered for more than a day or two then parents must seek medical advice and a medical practitioner must authorise its continued use.
- The requirements in the policy as to consent, provision of information, labelling, etc, of prescription medicines also apply to non-prescription medicines.
- Medication will not be accepted without a written parental request and clear instructions as to administration. This should be provided in conjunction with the GP or other medical professional as appropriate. Either the parent, or the pupil himself/herself, if over 16, must make the request. The Headteacher's agreement to the administration of any medication must be sought.
- **Storage of medicines** All medicines should be stored in a locked medicine cabinet when on school premises, with the exception of medicines such as inhalers, where it is important for pupils to carry them at all times. The school will need to identify here where the cabinet is located, who will have access to it etc. Advice on storing medication is contained in paragraph 65-69 of The Good Practice Guide Supporting Pupils with Medical Needs which schools are advised to consider in drawing up their own school policy.

- **Self Administration** Wherever possible pupils should be encouraged to self administer medication unless they are deemed too young or unable to do so. Guidance from health colleagues may need to be sought in making this decision.
- **Training** Appropriate training for any members of staff undertaking the administration of medications is essential and advice and information from health colleagues must, again be sought.
- **Information** Information and guidance on health related issues can be obtained from the school nurse. Where pupils require medication to be administered schools should seek a view from the Nursing Service as to whether there are alternative approaches to the administration of medication as well as to seek clarification from the Nursing Service of the care plan which is prepared for school staff undertaking the pupils' care.
- **Emergencies** – the procedures should identify action to be taken in emergencies.

Visits – The policy should highlight that schools will need to consider whether additional arrangements/safety measures will need to be put into place when planning school visits.