



Guildhall Feoffment
C P School

Administration of Medication Policy

2023

Approved by the Governing Body:
Review by:

Signed: _____

A handwritten signature in black ink, appearing to be 'A. King', written over a horizontal line.

Chair of Governors

31-01-23

Please destroy any previous copies

Guildhall Feoffment School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. DBS checks and other pre-employment checks will be required.

Aim

The aim of our policy is to ensure that children at Guildhall Feoffment are safe and are given adequate and appropriate care with regard to their medical needs, whilst undertaking school activities. The policy also aims to establish the responsibilities of the school and of parents with regard to the administration of medicines in school.

The administration of medicines to children is the responsibility of parents, and there is no legal or contractual duty on Headteacher's or school staff to administer medicine or supervise a pupil taking it. However, school staff are often asked to assist pupils who are taking medication.

There are three main circumstances in which requests could be made to school staff to deal with the administration of **prescribed** medicines to children at school –

1. cases of chronic illness or long-term complaints, such as asthma, diabetes or epilepsy
2. in an emergency situation e.g. allergic reactions where it may be necessary to administer medication
3. prescription medication needing to be taken more than three times a day or with food

Staff share the legal duty of care towards their pupils, but they have no obligation either to administer drugs routinely or to supervise children taking medicines. However, staff may be willing to help if they have been given appropriate information and if applicable, training. They will only do so with the written approval of parents and in accordance with this policy.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. Any such medication will be stored appropriately either in the Medical Room, or in the office. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime. Occasionally a GP may prescribe a medicine that has to be taken during the school day. Parents may call into the school and administer medicine to their child, or they may request that the school administer the medication. Only medicines prescribed to be taken four times a day or more will be administered by school staff, unless in exceptional circumstances after discussion with the headteacher.

The parent or guardian must supply the medicine in the original pharmacist's packaging clearly labelled including details for administration and possible side effects to the school office. Parents/Guardians must complete a parental request to administer medicine in writing. On no account should a child come to school with medicine if he/she is unwell and therefore should not be in school.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled

- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

In addition to this, pupils at this school will not be given medicine containing aspirin unless prescribed by a doctor.

Parents' Responsibility

Parents must advise the school of any medical condition, which may affect their child during the school day.

Where a request is made to the school by parents for the administration of medicine, it should be in writing and to the effect that the child's doctor considers it necessary for the child to take medicine during the school hours. A form is available from the School Office which parents **MUST** complete in order to request such help.

It is the responsibility of parents to ensure that any medication brought into school is clearly labelled and is in date, and that all medical information is up-to-date. They must therefore make the school aware of changes in a child's medical condition e.g. when medication has changed or is no longer needed.

Ongoing Chronic conditions

An individual Health Care Plan will be required for any pupil who has an ongoing chronic condition such as diabetes, Asthma or epilepsy.

When staff are requested to assist e.g. with blood prick tests, administration of insulin or glucose tablets they will only do so when they have received training from an appropriate health professional, in line with current guidance.

The Health Care plan will be discussed and agreed with parents. Parents are responsible for ensuring that any appropriate medication and/or equipment is available in school at all times.

For certain ongoing chronic medical conditions, it is important for children to learn how to self-administer their medication, but this will always be supervised by a member of staff. Appropriate arrangements for medication should be agreed and documented in the pupil's Individual Health Care Plan.

The School Nursing Team may be able to support children towards independent care.

Asthma

Children at Guildhall Feoffment will have charge of their own blue inhalers which should be kept in their drawer or in a class cupboard, as appropriate to their age. Blue (Ventolin/Salbutamol) inhalers are kept in the child's classroom, and named, for ease of access. It is the parent's responsibility to ensure the medication is within the 'use by' date and replaced when necessary. Brown inhalers will be kept in the school office in separate named boxes. Unless specified by a GP, brown inhalers will be administered at lunchtime by the school office, but only if the prescription requires school time dosage.

It is the responsibility of parents and not the responsibility of school staff to ensure that children have their inhalers in school every day. Children who are noted to need asthma inhalers will not be taken out of school for swimming, school trips or any other activity unless they have their inhaler with them. If the child leaves the school premises, on a trip or visit, the inhaler is taken by the adult in charge or the First Aider.

Non- prescribed medication

Any non-prescribed medication will only be administered in exceptional circumstances. Antibiotics and Analgesics (pain killers), travel sickness tablets and anti-histamines are not stored for pupils use on the school site. Medications should not be given to your child to self-medicate. Staff becoming aware of medication in a child's possession will confiscate it and it will be retained in the school office.

In rare, exceptional circumstances, the Headteacher may agree to the administration of non-prescribed medications. This will only be done if emergency written consent can be obtained e.g. via email. Medication must be suitable for the pupil's age, supplied by the parent (not the school) and in its original packaging, with manufacturer's instructions. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form. The medication will be stored and administration recorded as for prescription medicines.

Paracetamol

Paracetamol may be used as pain relief for children under the age of 10, if a GP/Consultant/Dentist/Nurse Practitioner/School Nurse has recommended its use and written parental consent is gained. Circumstances that might warrant the use of pain relief in the under 10's include fracture, and post-operative general surgery. Details of the pupil's condition and the requirement for on demand pain relief must be documented on the pupil's Individual Health Care Plan. In addition to the protocol for the administration of paracetamol detailed above the school will:

- Only administer paracetamol for a maximum of 1 week.
- The parent or guardian will supply daily a single dose of paracetamol for administration. This can be in the form of a tablet or liquid sachet. They must also show school staff the original packaging.
- The requirement for pain relief will be regularly reviewed during the week; pain relief should not be given routinely each day. The review will be detailed on the pupils IHC.

Paracetamol may not be administered to the under 10s for ad-hoc unknown pain/fever etc. If the school is in any doubt if symptoms warrant pain relief the school nurse/ parents will be contacted for further advice.

All other non-prescription medication will not be administered at school and pupils should not bring them to school for self-administration. The majority of medication lasts 4-6 hours, therefore non-prescription medication can be administered at home prior to the start of the school day and it will last the duration of the school day. A parent or guardian may attend school to administer additional doses if necessary.

Allergic reactions

EpiPens for pupils who may experience an extreme allergic reaction (anaphylaxis) triggered by foodstuffs or wasp stings, for example, will be stored in a clearly labelled box in the school office. Parents are responsible for checking that they are in date.

Each child should have 2 have two Epi-Pens which are kept in the office in a clearly labelled separate cupboard. Epi-Pens are stored in boxes with a photo of the child on the outside.

Antihistamine

Antihistamine can only be administered where a GP/Consultant has recommended or prescribed antihistamine for the treatment of a mild allergic reaction (i.e. itchy eyes or skin, rash or/and redness of the skin or eyes) The school can administer 1 standard dose of antihistamine (appropriate to age and weight of the pupil) and it is very important that symptoms are monitored for signs of further allergic reaction. During this time pupils must never be left alone and should be observed at all times. If the pupil has an Epi-Pen in school and their symptoms develop or there are any signs of anaphylaxis or if there is any doubt regarding symptoms then their Epi-Pen will be administered without delay and an ambulance called. If the child does not have an Epi-Pen and their symptoms develop or there are any signs of anaphylaxis or if there is any doubt regarding symptoms an ambulance will be called.

Piriton can cause drowsiness and therefore the school will consider if it is necessary for pupils to avoid any contact with equipment that might cause harm i.e. P.E. Science, Design and Technology.

Mild Allergic Reaction

Every effort will be made by the school to identify and reduce the potential hazards/triggers that can cause an allergic reaction to pupils diagnosed with anaphylaxis within the school population. Antihistamine will be administered for mild reactions as detailed above.

Severe Allergic Reaction

An Epi-Pen should be used immediately in a severe reaction (see Pupil's Individual Health Care Plan for details). If in doubt about the severity of an allergy reaction, administer the Epi-Pen and call an ambulance immediately.

Hay fever

For the treatment of hay fever, parents should administer the antihistamine before the pupil starts school - it is not necessary for schools to administer antihistamine for the treatment of hay fever.

Sunscreen

Sunscreen is not a medicine and children are welcome to use this on sunny days to protect against sunburn. However the sunscreen should be clearly labelled with the child's name and children must self-administer. Parents are encouraged to administer at home before school if this is required. Emollient creams for eczema can be self-administered. Staff are not permitted to apply any cream.

Cough Sweets

Cough sweets are not permitted in school and will be removed from a child's possession if they are found to have brought them into school.

Impaired Mobility

Providing the approval of the GP or consultant has been given there is no reason why children wearing plaster casts or using crutches should not attend school. Safeguards and restrictions will be necessary on PE, practical work or playtimes to protect the child or others. A risk assessment

will need to be completed before the child returns to school. This will usually be completed within 24 hours of notification of the impaired mobility.

Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as ritalin.

The school does not deem a pupil prescribed a controlled drug as competent to carry the medication themselves. Controlled drugs will be stored securely in a non-portable container and only named staff will have access. Controlled drugs for emergency use must also be easily accessible. The administration of a controlled drug will be witnessed by a second member of staff and records kept. In addition to the records required for the administration of any medication, a record will be kept of any doses used and the amount of controlled drug held in school.

School trips

A decision to take children suffering from chronic medical conditions on a school trip will be made after a Risk Assessment has been undertaken by staff in consultation with parents and medical practitioners if appropriate.

Travel sickness medication can be administered before arriving at school and if appropriate may be given by the teacher before the return journey. This medication should be supplied in a named envelope (or other packaging) and given to the teacher prior to departure.

Review

This policy will be reviewed every two years as a minimum.