

# Danbury Park Community Primary School



## Administering of Medicines Policy

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*Be wise, be happy, belong*



# Danbury Park Community Primary School

## Administering of Medicines Policy

### 1. Aims

- 1.1. The headteacher, staff and governors at Danbury Park Community Primary School do their utmost to make provision for the safety and welfare of children in their care. This includes making provision to administer medicines where it would be detrimental to a child's health if the medicine were not administered during the school day.
- 1.2. This policy has been agreed by the staff and governors of Danbury Park Community Primary School to clarify responsibilities. It should be read in conjunction with the relevant Department for Education guidance and with the school's policy on Supporting Pupils with Medical Conditions.
- 1.3. The school requests that parents complete a health questionnaire when their child starts school and that they inform school in writing of any changes or new conditions. A summary of this policy is given to parents when their child starts school and when a parent requests that the school administers medicine.

### 2. Medicines in School

#### 2.1. Administering Medicines

It is the policy of the school that we will **not** normally administer non-prescription medicine. This includes aspirin, ibuprofen and paracetamol.

- 2.2. If a pupil suffers frequently from acute pain, such as migraine, the parents may authorise and supply appropriate painkillers as advised by a doctor, with written instructions about when the child should take the medication. Any such medicines will be kept in the designated cabinet in the school's medical room and will be marked with the pupil's name. The parents will be notified by telephone and in writing on the day any painkillers are taken.
- 2.3. Pupils may on occasion need to take medication. Normally we would expect medication to be prescribed at frequencies that allow it to be taken outside school hours (e.g. antibiotics in three times a day dosage). Medication will only be accepted at school when absolutely essential. Written consent from a pupil's parent or guardian will be required before any medication is administered (see Appendix 1).
- 2.4. A record is kept of all medicines that have been administered.
- 2.5. Medicines are usually stored in the designated cabinet in the school's medical room so there can be no unauthorised access. Medicines requiring refrigeration are kept in the fridge in the staff PPA room, stored in a clearly labelled container. Medicines for external use are kept separate from those for internal use. Asthma pumps are stored in the designated trolley in the main office. Pupils are advised where their medication is stored and who can issue the medicine. However it is policy that children with asthma have immediate access to their reliever inhalers when they need them. During outdoor PE sessions inhalers can be taken outside so that they are readily available in case of need. No child will be allowed to use another child's inhaler.



- 2.6. Medicine no longer required is handed back to parents.
- 2.7. The school's Educational Visits Policy requires risk assessment to be prepared in advance of school trips. These assessments include medical needs as required.

### **3. Long Term Medical Needs**

(See Supporting Pupils with Medical Conditions Policy for specific detail)

#### **3.1. Health Care Plans**

The information in the school health questionnaire enables us to identify children with long-term medical needs. Children who develop a long term medical need after starting school will normally be notified to the school by parents. If necessary, a health care plan will be prepared. Professional support in preparing a health care plan is obtained as necessary.

3.2. Any necessary training or briefing will be provided to staff who are asked to implement a health care plan. This includes, if necessary, actions to enable the pupil to take part in sporting activities.

3.3. Details of pupils who are known to have had severe allergic reactions to substances are recorded. All members of staff are made aware of these children, of the location of relevant medication and of the names of staff who have been trained to administer the medication.

#### **3.4. Refusal to take Medication**

No pupil will be forced to take medication. ***The school office will inform the child's parents of refusal as a matter of urgency.***

#### **3.5. Intimate or Invasive Treatment.**

No health care plan involving intimate or invasive treatment will be implemented without prior consultation with the local health authority.

### **4. Roles and Responsibilities.**

#### **4.1. Parents and Guardians**

Parents or carers must provide the school with sufficient and current information about their child's medical condition.

#### **4.2. Headteacher**

The Headteacher is responsible for ensuring this policy is implemented and for arranging detailed procedures as necessary.

#### **4.3. Teachers and School Staff.**

There is no legal duty, which requires school staff to administer medication; this is a voluntary role. Staff, who deal with pupils with medical needs, will be briefed on pupils' needs and what extra attention may be needed. Training as appropriate will be provided. These arrangements will include backup cover and include staff such as learning support assistants, office staff and midday assistants as necessary. Training will be provided to staff, who volunteer, to give medication or supervise pupils taking medication.



## Appendix 1

### ADMINISTERING MEDICATION IN SCHOOL

Guidance on administering medicines to children in school is taken from the Department for Education

***Please see the school's policy on Administering Medicines for full details.***

#### DETAILS OF PUPIL

Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

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

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

#### MEDICATION

Name/type of Medication (as described on the container) All medicines **must** be in their original container and packaging  
\_\_\_\_\_

For how long will your child take this medication: \_\_\_\_\_

***School will not administer aspirin or any medication containing ibuprofen.  
Antibiotics will only be administered where the dosage is 4 times per day.***

#### Full directions for use:

Dosage and method: \_\_\_\_\_ Time: \_\_\_\_\_

Special precautions: \_\_\_\_\_

Side effects \_\_\_\_\_

Self administration: \_\_\_\_\_

Procedures to take in an emergency: \_\_\_\_\_  
\_\_\_\_\_

***I request that the above medication be given and I understand that I must deliver and collect the medicine personally to the school office.***

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

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

***The school will not be able to give your child medication unless you complete and sign this form.  
Letters are not acceptable.***