



## The Centre School

### Interim Policy for Administration of Medication

The Board of Governors and staff of the Centre School wish to ensure that pupils with medication needs receive appropriate care and support at the school.

There is no legal duty that requires school staff to administer medication. However the Governors hope that the school will find it possible to co-operate with reasonable and justified requests from parents so that their children will not miss out on their educational opportunities.

The Head Teacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

Each request to medicate children in school will be considered on its merits, taking into account the best interests of the pupil and also any implications for the school, pupils and staff especially with regard to risk.

Parents or legal guardians are responsible for providing the Head Teacher with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent / legal guardian.

For each pupil with long-term or complex medication needs, the Head Teacher will ensure that a Medication Plan and Health Care Plan are drawn up, in conjunction with the appropriate health professionals.

#### **Non-prescribed medicines**

Staff will not give a non-prescribed medicine such as pain relievers to a child unless there is specific prior written permission from the parent / legal guardian. Specific staff should be authorized to issue pain relievers. Staff should not give medication to pupils under 16 without the consent of parent / legal guardian. A child of under 12 should never be given Aspirin unless prescribed by a doctor. Regardless of age, enquiries must always be made as to whether the pupils is taking any other medication; checks must be made to ensure that there are not likely to be adverse effects from the interaction of the two.

No creams or lotions should be administered. All cuts and bruises should be cleaned with water. Individually wrapped sterile adhesive dressings are safe to use provided they are not used on anyone who may suffer an allergic reaction to certain types of plaster. Before plasters are used first aiders



should establish whether the person needing treatment has an allergy. If the child has such an allergy then an alternative dressing should be used.

Only reasonable quantities of medication should be supplied to the school (e.g. a maximum of four weeks supply at any one time)

## Travel & School trips

Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

## Prescribed medication

Medicines should only be taken to school or settings when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school or setting "day". Schools and settings should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

Each item of medication must be delivered to the Head Teacher or Authorised Person, in normal circumstances by the parent, **in a secure and labeled container as originally dispensed**. **The school will not accept items of medication in unlabelled containers.**

Each item of medication must be clearly labelled with the following information:

- . Pupil's Name.
- . Name of medication.
- . Dosage.
- . Frequency of administration.
- . Date of dispensing.
- . Storage requirements (if important).
- . Expiry date.

Dosage must always be in accordance with the instructions specified on the product container.



It is the responsibility of parent / legal guardian to notify the school in writing if the pupil's need for medication has ceased or changed.

It is the parent / legal guardian's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental instructions.

## **Storage of medicines**

All medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.

Any ventilators or Epipens must be kept in a secure, locked location with a letter from the parents / legal guardians stating exactly when and how they are to be administered.

## **Access to medicines**

Only authorized staff will have access to the medicine storage.

## **Records of medication**

A written record of the dates, times and quantities of all medicine administered will be kept, in a secure location.

## **Refusal**

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed. Refusal to take some forms of medication may result in changes in a pupil's behaviour which increases their risk. In such cases it may be necessary to send the pupil home in order to keep them and others safe.

## **Disposal**

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.



## **Self management**

It is considered good practice to allow pupils who can be trusted to manage their own medication. If pupils can take medication by themselves then designated staff will only need to supervise this. Staff supervising should ensure that any tablets are swallowed and not accumulated.

## **Emergencies**

All staff will be made aware of the procedures to be followed in the event of an emergency. If a pupil develops an anaphylactic shock, severe breathing difficulties, severe bleeding or becomes unconscious call an ambulance on 999 immediately regardless of any other first-aid action that is being taken.

All staff should know how to call the emergency services, who are the qualified first-aiders and where to get hold of them in an emergency within the school.

## **Staff training**

Staff involved in dispensing medication will receive the necessary training to support them in their role. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.