



CARE - THINK - INSPIRE - ACHIEVE

West Oxford Community Primary School

Policy for the Administration of Medicines

2016-2017

Definition

A pupil's medical need may be broadly summarised as being two types:

- a. Short-term - possibly affecting their participation in school activities when they are on a course of medication.
- b. Long-term - potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Rationale

West Oxford Community Primary school has a responsibility for the health and safety of pupils in our care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with medical needs the responsibility of this school is to make sure that safety measures cover the needs of all pupils in the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. We, the school, are responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

There is no legal or contractual duty on school or staff to administer medicines or supervise pupils taking medicine. Nevertheless, we wish to support our pupils wherever we can.

Pupils with special medical needs have the same rights of admission to our school as other children.

Teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. There are several named and fully trained First Aiders on the premises. This duty also extends to teachers and other school staff leading activities taking place off the school site. This could extend to a need to administer medicine and any prescribed medicines are to be carried securely by a member of staff.

The prime responsibility for a child's health lies with the parent/carer who is responsible for the child's medication and should supply the school with information. The school will only administer medication which has been prescribed by a Doctor and must be taken 4 times each day, and for which the parent has signed the appropriate consent form. The school will not administer medicines which do not have the child's name on, are not in the original packaging or are not prescribed by a Doctor. A named person will be responsible for medicines in school – Joanna Carr (Lisa Penton is

the nominated second). Medicines will be stored in a locked cupboard or fridge as appropriate.

Pupils with medical needs will be monitored and an Individual Healthcare Plan put in place which will be reviewed regularly.

Pupils with asthma will be recorded on a school register and permission gained from parents to administer the appropriate medication following the completion of an Individual Healthcare Plan. All staff will be made aware of these pupils. Inhalers will be kept in the classroom of the pupils with asthma and taken by the teacher or other member of staff on activities taking place off the school site. Parents will be invited to keep spare inhalers in the office. It is the responsibility of parents to regularly check the date and condition of inhalers.

All administration of medicines will be recorded appropriately.

Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs. They must be able to:

- Choose whether or not they are prepared to be involved;
- Receive appropriate training;
- Work to clear guidelines
- Bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Expectations

It is expected that:

- Parents/carers will co-operate in training children to self-administer medicines if this is practicable and that members of staff will only get involved if there is no alternative.
- Where parents have asked the school to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or clearly printed on the outside. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff.
- Parents/carers will complete all appropriate paperwork.
- Employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- The school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the child.

Practice

When a parent requests that we administer medication:

- The School will ask the school's identified person to consider whether or not they are prepared to administer the medication.
- If they are in agreement we will undertake a risk assessment to consider the viability of administering the medication in school.
- If it is viable for the school to administer the medication we will then work with the parent/carer to set up an Individual Healthcare Plan for the pupil.
- We will ensure that the medication is kept in a secure place during the school day and that it is only accessed by the identified staff – Joanna Carr and Lisa Penton
- Each time the medication is administered the schools medical record will be completed.
- If a child refuses to take medicines this will be recorded and the parent/carer informed as soon as is reasonably possible.
- At the end of the school day or week (as appropriate) we will ensure that any leftover medication is handed back to the parent/carer by the identified person.
- If the parent/carer does not come to the school to collect the medication it will be taken by the identified person, or a nominated member of staff, to Woodlands Pharmacy for disposal.
- When the pupil comes to the end of his/her course of treatment the Individual Healthcare Plan will be marked 'treatment completed' and will be retained on the pupils' school record.
- The school will also keep the medication record in the schools' secure archives.

Members of staff able to administer medicines, who hold a full First Aid certificate, if Joanna Carr and Lisa Penton are absent:

Name:	Renewal Date:	Name:	Renewal Date:
Alice Meyer	03/19	Lilina Licata	02/18
Caroline Meeks	03/19	Lisa Penton	03/19
Debbie Manuell	03/19	Matthew Bird	01/17
Dorraine Brown-John	03/19	Rana Ibrahim	10/17
Emma Louise Willis	03/19	Ruth Lyster	03/19
Fran Melvin	03/19	Sarah Seville	09/18
Glory Christopher	04/18	Sue Clarke	03/19
Hayley Hayle	09/18	Sue Gibbling	03/19
Iria Suarez Gonzalez	11/19	Susan Sievert	10/18
Laura Cheeseman	03/19	Uzma Rehman	10/17

The school will also maintain a register of all the pupils who have special medical needs that can be accessed by all members of staff.

Clare Bladen
Head Teacher

Agreed by Governors October 2016

Policy to be reviewed by Governors September 2017