



## Policy for the Administration of Medicines

Wigginton School is committed to reducing the barriers to participation in activities and learning experiences for all children. This policy sets out the steps which Wigginton School will take to ensure full access to learning for all children who have medical needs and are able to attend Wigginton School.

Medicines should only be taken to School when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

The headteacher of Wigginton School 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. There is no legal duty which requires school staff to administer medication; this is purely a voluntary role. If staff follow documented procedures, they are fully covered by their employer's public liability insurance.

Wigginton School will ensure that staff receive proper support and training where necessary. This includes staff such as midday supervisors who may be responsible for children at different times of the day. A member of staff must inform the headteacher as soon as possible if they do not feel competent or have any issues or concerns which may affect their undertaking of such duties. The headteacher or teacher in charge will agree when and how such training takes place, in their capacity as a line manager.

### **Named person**

Miss Tanya Annetts is the named person with responsibility for children with medical needs. She will:

- co-ordinate the implementation of this guidance in school
- keep track of all medications held in school; regularly check supply and use by dates
- monitor that records are being kept according to CYC guidance
- monitor any Individual Health Care Plans held in school; check they are up to date, signed, implemented, reviewed and keep a list of all copyholders
- monitor medical absences
- co-ordinate and monitor visits from therapy colleagues, record visits and when appropriate liaise with the therapy services and the SENCO and/or class teacher to balance therapy and curriculum needs (i.e. to ensure that children are not missing the same lessons or key lessons)

### **Prescribed Medicines**

Medicines should only be brought into school when essential. Where possible parents/carers are encouraged to ask doctors to prescribe medication in dose frequencies which can be taken outside school hours.

It is the responsibility of parents/carers to supply written information about the medication their child needs to take in school. Staff should check that any details provided by the parents/carers are consistent with instructions on the container or on the consent form. Medicines will not be accepted anywhere in school without prior agreement of the headteacher. Complete written and signed instructions from parent/carer are required. (App 1)

Medicines must always be provided in the original container as dispensed by a pharmacist and handed directly to the staff in the school office. Each item of medication must include the prescriber's instructions for administration. Medicines that have been taken out of the container as originally dispensed will not be accepted. The exception to this is insulin which will generally be available to schools inside an insulin pen or a pump, rather than its original container. Parental requests for changes to dosages will not be made without receiving a new supply which is correctly labelled or a written request from the doctor.

Parents are asked to sign the '**Parental agreement for school to administer MEDICINE**' form (see Appendix 1) stating the child's name, name of medicine, dosage, time of administration and any storage details, i.e. in the fridge.

Parents/carers or the child's doctor should provide the following details as a minimum:

- Name of child
- Name and strength of medication
- Dosage
- Time, frequency and method of administration
- Length of treatment
- Date of issue
- Expiry date
- Possible side-effects
- Storage details (i.e. in the fridge)
- Other treatment

Surplus or out of date medication will be returned to the parent/carers for safe disposal.

A specific form needs to be used for inhalers which are kept in school: '**Parental agreement for school to administer INHALERS**' form (see Appendix 3). Where requested parents will be notified if an inhaler has been used via the 'Notification to Parents of Inhaler use' form (see Appendix 4).

### **Controlled Drugs**

Wigginton School agrees in principle to the administration of controlled drugs provided that the correct procedures are followed, as outlined in this policy and in accordance with the Misuse of Drugs Act.

The controlled drug will be kept in a locked non-portable container and only named staff will have access to it. A record will be kept for audit and safety purposes, as for other medication.

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Misuse of a controlled drug, such as passing it to another child for use, is an offence. If this occurs, Wigginton School will inform parents and, where necessary, the police.

In the case of a child who has an epipen, this would be administered immediately if a child goes into anaphylactic shock. An ambulance should be called and also parents informed.

### **Non-prescribed Medicines**

Wigginton School discourages the use of non-prescribed medication and does not purchase or provide non-prescribed medicines.

If medication is required, eg for headache, toothache or period pains, pain relief in the form of paracetamol may be administered in the same way as prescribed medicines. Parents must provide the medicine and complete & sign the '**Parental agreement for school to administer MEDICINE**' form (see Appendix 1). The medicine should be taken away at the end of the school day, and if necessary brought back into school the following day, with parents making an appropriate amendment to the authorisation form.

Only one dose may be given during the school day. If a pupil makes a second request, the headteacher will consider whether the child is well enough to remain in school and consult with parents/carers.

Aspirin and aspirin containing preparations must not be given to pupils under the age of 16 unless it is on the prescription of a doctor.

Homeopathic medicines should not be viewed as non-prescribed medicines or administered in school. This is not covered by the CYC Insurance policy.

### **Self-Management/Administration**

Wigginton School encourages children, where appropriate to manage their own inhalers. The children should be responsible for collecting their inhalers from the office to take out to P.E. or take with them on any school trip away from school.

In some instances, children may be encouraged to take responsibility for carrying their own inhalers. The headteacher should consider requests on an individual basis after discussion with parents, taking into account:

- maturity of the CYP
- implications to the child and to others
- nature of the medication

Before agreeing, the headteacher may wish to seek further advice from...

- relevant health professionals
- CYC Insurance and Risk Management
- CYC Health and Safety Risk Management

A 'Request for child to carry his/her own INHALER' form will need to be completed & signed by a parent or guardian if they wish their child to carry their own inhaler (see Appendix 2).

Children who self-administer may still require an appropriate level of supervision.

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### **Short Term Medical Needs**

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

### **Long Term Medical Needs/Individual Health Care Plan**

Where there are long-term medical needs requiring medication, an Individual Health Care Plan will be completed. Wigginton School will involve parents and other relevant parties such as:

- Headteacher
- Child (if appropriate)
- Class Teacher
- Staff nominated to administer medicines
- Staff trained in emergency procedures
- Specialist teacher for Physical Disability/Medical needs
- Health professionals(when appropriate)

In the case of long term medication, Wigginton School will agree with parents/carers how often they should jointly review the Individual Health Care Plan. This will be at least once a year, or when circumstances change.

In exceptional and/or complex cases, Emergency Treatment Plans will be initiated and written by health care professionals, then shared with the school and settings. The 'named' health care professional will be contacted if an Emergency Treatment Plan has been actioned so that the appropriate de-briefing can occur.

If there is any special religious and/or cultural beliefs which may affect any medical care that the child needs, particularly in the event of an emergency, this will be included in the Individual Health Care Plan.

### **Dealing with Medicines Safely**

Wigginton School will ensure that all emergency medicines such as asthma inhalers and adrenaline pens are readily available to children and not locked away.

### **Storage**

Medicines are stored in accordance with the product instructions (paying particular attention to temperature) and in the original container in which it was dispensed.

Medicines which need to be refrigerated are kept in the refrigerator in the staff room. They will be in an airtight container and clearly labelled. Access to the refrigerator is restricted to staff only. It is a domestic fridge and the temperature is not monitored. All other medicines are kept in a locked cabinet.

Staff should be aware of the implications for safe storage of their own medicines.

### **Administration of Medicines**

No child can be given medication by school staff without their parent/carer's written consent.

Staff giving medicines will routinely check

1. the child's name
2. prescribed dose
3. expiry date
4. written instructions provided by the prescriber/the child's parent/carer.

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5. Ensure medication is taken in staff's presence. In some circumstances e.g. administration of a controlled drug, a second adult will witness the procedure.
6. Complete the administration of medicine record immediately.
7. Medication will be given in a manner that offers respect, privacy and dignity for the child.

### **Record Keeping**

The following records will be kept:

- Copies of written request to administer medication 'Parental agreement for school to administer MEDICINE' form (see Appendix 1)
- Copies of 'Request for child to carry his/her own INHALER' form (see Appendix 2)
- Copies of 'Parental agreement for school to administer INHALERS' form (see Appendix 3)
- Record of all medicine administration (Appendix 5)
- Staff training records (Appendix 6)

This will also apply to off-site activities e.g. residential trips etc.

### **Refusing Medication**

If a child refuses their medication staff will not force them to take it but will note this in the records. The school will provide parent/carers with details of when medication has been refused or has not been administered for any other reason.

### **Sporting Activities**

The school will ensure staff are aware if a child requires medication as a precautionary measure before taking part in PE or other physical activity, along with any emergency procedures. Inhalers will routinely be taken to PE or other physical activity. Risk assessments will be carried out if considered necessary.

If a child wears a MedicAlert® (eg a bracelet or necklace to alert others to a specific medical condition in case of emergency), it may be necessary to consider removing temporarily in certain circumstances, if there is a risk that it could cause injury in games or practical activities. If temporary removal is agreed in the health care plan, staff will be aware of the significance of the MedicAlert® and will keep it safe.

### **Educational Visits**

Wigginton School is aware of its responsibilities under the Disability Discrimination Act and will make every effort to continue the administration of medication to a child whilst on trips away from the school premises even if additional arrangements are required.

Appropriate risk-assessments will be undertaken and agreed with the parent/carer. Arrangements for taking any necessary medicines will be considered. Staff will be made aware of children's medical needs, procedures for the administration of medication and relevant emergency procedures.

Concerns about a child's safety or the safety of others will be discussed with parents/carers and advice sought from the health visitor, school nurse or the child's GP.

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#### **Home/school transport**

If supervision is necessary whilst travelling on Local Authority transport, this will usually be identified in the child's Educational Health Care Plan. Where appropriate and with parental agreement, Individual Health Care Plans will be shared with home-school transport escorts and respite care providers.

#### **Disposal of Medicines**

Parents/carers are responsible for disposing of medicines safely, including ensuring that date-expired medicines are returned to the pharmacy for safe disposal.

If a parent fails to collect unused medicine by the end of each school term the school will dispose of it via a pharmacy. A record of disposal will be made & filed in the Medicines in School Record book held in the office.

Sharps boxes should always be used for the disposal of needles and other sharps.

#### **Hygiene/Infection Control**

All staff are aware of basic hygiene precautions for avoiding infection, such as washing and drying hands before and after the administration of medicines.

Staff will have access to protective, disposable gloves. Extra care will be taken when dealing with spillages of blood or other bodily fluids and when disposing of dressings or equipment. A sharps container will be used for needles. Parents are responsible for its provision, collection and disposal.

#### **Emergency procedures**

Individual Health Care Plans clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. A copy is held in reception to hand to an ambulance crew in case of emergency.

In most circumstances, staff should **not** take children to hospital in their own car; it is safer to call an ambulance.

Parents should be informed of the incident as soon as is reasonably possible.

#### **Calling an ambulance**

When dialling 999 we will provide key details:

- name
- telephone number
- location including postcode for ambulance navigation systems
- location within the school - best entrance for the ambulance crew and where they will be met by a staff member
- name of child
- brief description of symptoms.

Where possible, a copy of the Individual Health Care Plan will be sent with the child who is taken to hospital and also any medication school holds for them.

**Accompanying a child / young person to hospital**

In the absence of a parent, a member of staff will accompany a child taken to hospital, by ambulance, and stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

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**Confidentiality and Data Protection**

Information will be handled sensitively. Parents are asked for healthcare information when a child is first admitted. Due to patient confidentiality the onus is on the parents to reveal appropriate information. We can only act on information that we have been informed about. Informed staff must not divulge information regarding healthcare needs to anyone who does not have a role in managing those needs. All paper based records and information are securely stored.

**Note:** Some infections are reportable.

This policy is available on request/on the school website.

This policy has been agreed by the Governors and is reviewed every 3 years.

**Signed** \_\_\_\_\_ (*Chair of Governors*)

**Signed** \_\_\_\_\_ (*Headteacher*)

**PRIMARY SCHOOL**

Wigginton Primary School Westfield Lane  
Wigginton

York YO32 2FZ  
Telephone: (01904) Fax: (01904)  
7583E-mail:wigginton.pwww.webstore-ed.

**Appendix 1: WIGGINTON**

**Parental agreement for school to administer MEDICINE**

Mrs Pat Boyle  
Headteacher

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that staff can administer medicine.

Name of School **WIGGINTON PRIMARY** Date

Child's Name

Group/Class/Form

Name and strength of medicine

Expiry date

How much to give ( i.e. dose to be given)

When to be given

Any other instructions  
Number of tablets/quantity to be  
given to school/setting

**Note: Medicines must be the original container as dispensed by the  
pharmacy**

Daytime phone no. of parent or adult  
contact

Name and phone no. of GP

Agreed review date to be initiated by  
[name of member of staff]:

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature: Print Name:

If more than one medicine is to be given a separate form should be completed for each one.

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**Confirmation of the Head's agreement to administer**

**medicine** Name of School **WIGGINTON PRIMARY**

It is agreed that \_\_\_\_\_ [name of child] will  
receive \_\_\_\_\_ [quantity and name of medicine]  
every day at \_\_\_\_\_ [time medicine to be administered  
e.g. Lunchtime or afternoon break].

\_\_\_\_\_ [name of child] will be given/supervised whilst  
he/she takes their medication by \_\_\_\_\_ [name of  
member of staff].

This arrangement will continue until \_\_\_\_\_ [either  
end date of course of medicine or until instructed by parents].

Date:

Signed:

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Wigginton Primary School  
Westfield Lane  
Wigginton  
York YO32 2FZ

Appendix 2: **WIGGINTON PRIMARY**

**SCHOOL Request for child to carry**

**his/her own INHALER THIS FORM MUST**

**BE COMPLETED BY PARENTS/GUARDIAN**

Telephone: (019  
Fax: (01904) 75  
E-mail:wigginton  
www.webstore-

Mrs Pat Boyle  
Headteacher

**If staff have any concerns they will discuss request with school healthcare professionals**

Name of School/Setting:

Child's Name:

Group/Class/Form:

Address:

Name of Medicine:

Procedures to be taken in an  
emergency:

### **Contact Information**

Name:

Daytime Phone No:

Relationship to child:

I would like my son/daughter to keep his/her medicine on him/her for use as  
necessary.

Signed: Date:

If more than one medicine is to be given a separate form should be completed  
for each one.

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### **Appendix 3: Wigginton Primary School**

Wigginton Primary School Westfield Lane  
Wigginton  
York YO32 2FZ  
Telephone: (01904)  
Fax: (01904) 7583  
E-mail: wigginton.pr  
www.webstore-ed.n

Mrs Pat Boyle

Headteacher

### **Parental agreement for school to administer INHALERS**

The school will not give your child medicine unless you complete and sign this  
form, and the school has a policy that staff can administer medicine

Name of School/Setting Wigginton Primary

Name of Child:

Date of Birth:

Group/Class/Form:

Medical condition/illness:

**Medicine**

Name/Type of Medicine (as described on the container):

Date dispensed:

Expiry date:

Agreed review date to be initiated by  
*[name of member of staff]*:

Dosage and method:

Timing:

Special Precautions:

Are there any side effects that the school/setting needs to know about?

Self Administration: Yes/No (delete as appropriate) Procedures to take in an Emergency:

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**Contact Details**

Name:

Daytime Telephone No:

Relationship to Child:

Address:

### **Notification of Inhaler Use**

\*Please inform me, via a notification slip, when my child has used their inhaler during the school day.

\*I do NOT wish to be informed when my child has used their inhaler during the school day.

*\*delete as appropriate*

I understand that I must deliver the medicine personally to the School Office and accept that this is a service that the school/setting is not obliged to undertake.

### **Declaration**

I understand that I must notify the school/setting of any changes in writing. Date:

Signature(s):

Relationship to child:

## NOTIFICATION OF INHALER USE

Dear Parent/ Carer

Your child has used their inhaler at school today, in accordance with the 'Inhalers- Parental Agreement Form'.

Name: Class:

Date: Time:

Signed:

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### Appendix 5



### WIGGINTON PRIMARY SCHOOL

Record of medicines administered in school/setting to all children

Date dd/mm/yy	Child's Name	Time	Name of Medicine	Dose given	Inhaler slip given?	Signature of Staff	Print Name

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### Appendix 6: Staff Training Record

#### Staff training record - administration of medicines

Name of school	Wigginton Primary
Name	
Type of training received	

Date of training completed	
Training provided by	
Profession and title	

I confirm that \_\_\_\_\_ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated \_\_\_\_\_

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_