



ADMINISTRATION OF MEDICINES AT SCHOOL

H &S Policy section 11

[PCC H&S Manual section 11]

(Forms 1-8 referred to in this Policy are filed separately)

Introduction

1. Powys County Council and the Welsh Government have set out procedures for schools if they are willing to administer medicine to pupils, which they are not obliged to do. This Policy generally follows those procedures, applying them to the practical needs and safety of pupils, parents and staff at the School.
2. This policy applies to medicines for all medical needs (other than Asthma Inhalers), but assumes that pupils with long-term medical needs will be treated in the context of a Health Care Plan (see paragraphs 27-28 below).
3. Administration of medicines to pupils at school should be avoided if possible, because it involves some health and safety risks and imposes additional burdens on staff. The main risks are that:
 - (a) medicine may be taken by a pupil for which it was not intended.
 - (b) medicine may be taken in excess by the pupil for whom it is prescribed.
 - (c) side-effects of the medicine may not be known to staff.
4. School staff are instructed not to administer medicine to pupils unless parents have complied with the arrangements set out in this Policy, which are designed to minimise the risks in the following main ways:
 - (a) Sufficient information must be provided to the School by parents or doctors about a pupil's medical needs, the medication, the dosages required and any possible side-effects.
 - (b) There must be reasonably secure arrangements for conveyance of medicine from parent to School and back.
 - (c) The School must be able to store the medicine reasonably safely.
 - (d) The parent has signed a detailed written request form as required by Powys County Council.



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5. Parents will please proceed on the basis that it is much better if they administer medicine to their child. The School should only be asked to do so if the child really needs medicine during the school day as well as at home. (For instance, a child needing antibiotics three times a day could normally have them at home at breakfast, tea and supper).
6. The School will not normally administer non-prescription medicines. The School does not keep its own store of medicine in case a child is ill.

Information and Legal Formalities

7. Parents must always provide full up-to-date information and assistance to the Head Teacher on details of their child's medical needs and medicines, beginning with details on the entry application form.
8. Except in an emergency, parents must discuss matters in detail with the Head Teacher, in advance, each time that they wish the School to administer medicine to their child.
9. On each occasion, before agreeing to administer a medicine to a pupil, the Head Teacher is required to get the parent to fill in, and sign, a detailed Request in the Form 3A or 3B.)
10. Parents are responsible for providing, on the Form 3A or B, full details concerning the medicine, including the pupil's medical condition, the exact dosage prescribed and any likely side-effects.
11. The Head Teacher may require an explanatory letter from the School Nurse or Health Professional (eg: qualified herbalist) before agreeing to administer medicine, but this will normally not be necessary for familiar prescription medicines with a detailed, recently dated pharmacist's label.
12. Even if Form 3A or B has been completed, the School will not administer medicine if the Head Teacher, or Class Teacher, subsequently decides that she has insufficient information. The Head Teacher will then endeavour to contact the parent immediately and will add any further information to the Form 3A or B.

Bringing medicines into School

13. Except in particular cases (such as asthma or eczema sufferers), pupils are forbidden to have possession of medicines while at School. Any exceptions must



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be authorised by the Head Teacher (and can be revoked by her) and the parent must sign a written request/authorisation in Form 7 for the pupil to carry medication while at school.

14. For safety reasons, parents should normally bring medicine into the School themselves and hand it to the Class Teacher or the Head Teacher. They should also collect the medicine at the end of the day. The Head Teacher may, at her discretion, agree with the parent to allow an older pupil to bring his/her medicine in to the Head Teacher or Class Teacher and go home with it. The advisability of pupil (rather than parent) bringing in medicine varies with the pupil and the medicine involved and the Head Teacher will refuse to allow medicine to be brought in by a pupil (of whatever age) if she is not satisfied that this is safe.
15. Parents whose children are bringing in medicines must personally inform the Head Teacher of the medicine being brought in and must ensure that the container is marked clearly with the name of the pupil and of the medicine and the required dosage. It is always the responsibility of the parent to ensure that the medicine supplied to the School is the correct medicine, is safely packaged and is not out of date.
16. To minimise the amount of medicine held at the School, parents should please try to supply amounts of medicine sufficient for that day.

Storage and Administration

17. The School believes that it is safest and most convenient for medicines to be administered by the pupil's Class Teacher, although the Head Teacher has overall responsibility and medicine records will be kept in the School Office.
18. On receipt of medicine for a particular pupil, the Class Teacher, or Head Teacher will satisfy herself that the medicine is clearly identified and marked with the name of the pupil and the dosage and matches the information on the pupil's Form 3.
19. Normally, medicines brought into School for pupils will be kept in the locked left-hand compartment of the medicine chest in the Staffroom (medicines requiring refrigeration will be kept in the Staffroom refrigerator). The Class Teacher will consult the Head Teacher if she considers that other arrangements should be made, eg: that the medicine should be kept in her desk for emergency use.



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20. Medicine for short-term needs will not normally be kept in the School overnight and parents must therefore agree arrangements with the Head Teacher for collecting such medicine.
21. The Class Teacher may decide to supervise the pupil in taking the medicine rather than administering the medicine herself.
22. After the pupil has taken the medicine, the Class Teacher or Head Teacher will make an entry in the Medicine Given Record (Form 5).
23. If a pupil refuses medicine, staff will not compel him/her to take it. The Head Teacher will try to contact and consult the parent. Refusal will be noted on the Form 5.
24. Medicine records will be filed and kept in the School office. All Class Teachers will be familiar with the location and filing system for them.

School Visits and Activities

25. The Head Teacher has discretion to exclude a pupil from a visit or other activity because of medical considerations or the possible difficulty of providing appropriate medication or medical support. Except in an emergency, she will consult the pupil's parents before doing this.
26. If any pupil needs medicine administered during a school visit, the teacher in charge of the visit is responsible for storing and administering the medicine. Medicines should not normally be carried in the travelling First Aid Box.

Long-term Medical Needs

27. For pupils with a long-term need for regular medication, such as those with asthma, eczema or vulnerability to anaphylactic shock, the School will assist the pupil's parents in drawing up and operating a Health Care Plan based on Form 1. The School will normally require a letter from the School Nurse advising on arrangements to be made, details of medication and dosage, and any likely side-effects.
28. The parents, not the School, remain primarily responsible for the administration of the Health Care Plan and for keeping the School informed of any variations to treatment. If the Plan involves medicine being kept at the School, or by the pupil,



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the parents (not the School) are responsible for ensuring that it is renewed as appropriate and kept within date.

First Aid and Emergency

29. These arrangements are not intended to affect the administration of First Aid or treatment of pupils in an emergency.

Variation

30. These arrangements may be modified at the discretion of the Head Teacher in particular circumstances. The guiding principle will remain, so far as practicable, to avoid the risks referred to in paragraph 3 above.

31. Staff will follow procedure advised in the LEA H & S Manual section 11 in circumstances not covered in this Policy.

Flowchart attached as Annex 1

Re-drafted April 2017

Signed:

(H.A.Nixon) Head Teacher

(Julian Gibson-Watt)

Chair of Governors

Review annually every January



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Annex 1

Flow Chart for the Administration of Medication

