



Administration of Medication in School Policy

AIM: Students with medical needs receive the appropriate care and support when in school.

It is important for the school to have sufficient information about the medical condition of any student with long term medical needs, i.e. the details of the student's condition, preventative requirements, what to do and who to contact in an emergency.

The school also needs to know if they need to attend hospital appointments.

The Board of Directors and staff of Beckfoot School wish to ensure that students with medical needs receive care and support in school. Students should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school trips etc.

The Headteacher will accept responsibility for members of school staff giving or supervising students taking prescribed medication during the school day where those members of staff have volunteered to do so.

- Medication can only normally be accepted in school where it has been prescribed by a doctor or other medical professional. In other cases, e.g. where a student suffers regularly from acute pain, such as migraine, parents may request and must supply appropriate pain killers for their child's use. Aspirin will not be permitted or administered unless there is written authorisation from a medical professional for this to be administered.
- Medication both prescription and non-prescription provided in a secure and labelled container can only be administered to students where parents **provide** such medication to the school and parents must specifically **request in writing** that the school administers it.
- Parents must also specify in advance at what times/intervals and what dose of the non-prescription medicine is to be given. It must never be left for staff to diagnose or decide where and when the non-prescription medication is required or administered.
- If the non-prescription medication is to be taken with other prescribed medications parents must certify to the school that the non-prescription medication has been administered to the student without any adverse effect and that approval for the combined administration has been obtained from a medical practitioner.
- Non-prescription medication should not be administered over a long period of time. If non-prescription medication is required to be administered for more than a day or two then parents must seek medical advice and a medical practitioner must authorise its continued use.
- The requirements in the policy as to requests, consent, provision of information, labelling, etc, of prescription medicines also apply to non-prescription medicines.
- Medication, both prescription and non-prescription, will not be accepted without a written parental request and clear instructions as to administration (forms can be requested from the School Healthcarer). This should be provided in conjunction with the GP or other medical professional as appropriate. Either the parent, or the student himself/herself if over 16, must make the request. The School Health Carer's agreement to the administration of any medication must be sought.

- The School Health Carer will consider in each case the nature of the medication to be administered, any potential risks and all other relevant information before deciding whether in any particular case medicine can be administered in school. Where there is concern about whether the school can meet a student's needs the School Health Carer should seek advice from the school nurse or doctor, the child's GP or other medical adviser.
- Each item of medication must be delivered in its original container and handed directly to the School Health Carer or person authorised by the School health carer. The school will not accept medication which is in unlabelled containers.
- Where a student travels on school transport with an escort parents/carers should inform the escort of any medication sent with the student or should hand the medication to the escort for transporting to the school.

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

Student's name

Student's date of birth

Name of Medication

Dosage

Frequency of dosage

Date of dispensing

Storage requirements (if necessary)

Expiry date

- Where appropriate students will be encouraged to self-administer their own medication under staff supervision. Parent/carers of students under 16 will be asked to confirm in writing their consent to this. The School Healthcarer must approve students carrying and administering their own medicine. In deciding whether to permit this the School Healthcarer will take into account the nature of the medication, the age of the student and the safety of other students.
- Where students require medication to be administered schools should seek a view from the Local NHS School Nursing Team as to whether there are alternative approaches to the administration of medication as well as to seek clarification from the Local NHS School Nursing Team of the care plan which is prepared for school staff undertaking the students' care
- Staff who volunteer to assist in the administration of medication must receive appropriate training/guidance identified by the School Healthcarer in liaison with Health professionals.
- The School Healthcarer or his/her representative will seek the advice of healthcare professionals on the type of training required for each authorised member of staff and what types of medication that training covers.
- Unless otherwise indicated, all medication to be administered will be kept in a locked medicine cabinet. (*There are some medications used for experiments by the science faculty, these are stored in a locked chemical store*).
- The school member of staff administering the medication must record details of each occasion when medicine is administered to a student.

- If students refuse to take medication, the school staff should not force them to do so. The school should inform the child's parents as a matter of urgency, and may need to call the emergency services.
- Parents/carers should be advised that it is their responsibility to notify the school of any changes to a child's medication. Parents/carers should also inform the school of any other circumstances that may affect the administration of medication or of the child's reaction to the medication. (Schools should consider having procedures requiring parents at regular intervals – termly/annually – to confirm that the information currently held by the school is correct.)