



Woodhouse Community Primary School

Administering Medication Policy

2018-2019

(This policy should be considered alongside UNICEF articles 3, 12, 15, 24, 26, 27, 28, 31)

## Definition

Pupil 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

Woodhouse 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 special 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 would wish to support our pupils where we can. The school will provide a named person to administer medicines- Nicola Sugden.

Pupils with special medical needs have the same right of admission or excluded from school on medical grounds alone.

However, 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 leading activities taking place off the school site. This could extend to a need to administer medicine. Any prescribed medicines (i.e. Ritalin) are to be carried securely by a member of staff.

The prime responsibility for a child's health lies with the parent 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, and are not prescribed by a GP. A named person will be responsible for medicines in school – **Nicola Sugden (Gwen Swinbank is the nominated second)**. Medicines will be stored in a locked cupboard as appropriate.

Pupils with on-going medical needs will be monitored and a care 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 a care plan. All staff will be made aware of these pupils.

Inhalers will be kept in the classroom of the pupils with asthma and spare inhalers are kept in the cupboard in the disabled toilet area to be used in an emergency with signed consent from parent/carer.

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 as follows:

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

### **Expectations**

It is expected that:

- Parents 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. All parents/carers will complete appropriate paperwork.
- That 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 pupils.

### **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 to set up a care plan for the pupil
- It is the school's policy to administer Ritalin or similar drugs under strict guidelines and through supervised administration
- We will ensure that the medication is kept in a secure place during the school day that it is only accessed by the identified staff – **Nicola Sugden, Gwen Swinbank** – and that each time the medication is administered the schools medical record is completed.
- 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 another nominated member of staff, to Moss Chemist, Cockton Hill, Bishop Auckland for disposal
- When the pupil comes to the end of his/her course of treatment the care plan will be marked 'treatment completed' but will be retained on the pupils' school record should it be needed for future reference
- The school will also keep the medication record in the schools' secure archives so that any future queries can be resolved

Member of staff with access to the medicines secure cabinet- Nicola Sugden.

Members of staff able to administer medicines who hold a full First Aid certificate if Nicola Sugden (plus paediatric) is absent: (see list below)

The school will also maintain a register of all the pupils who have special medical needs, this will indicate whether or not there is a care plan in place for a pupil and is a register that can be accessed by all members of staff if they wish to seek clarification about a pupil's needs.

*T. Page*  
Headteacher

Agreed by Governors September 2018  
Policy to be reviewed by Governors September 2019














Woodhouse Community Primary School

First Aiders 2018-2019

NAME	COURSE	EXPIRES
Nicola Owen	Basic First Aid	16.04.19



		
<p>Louise Ferguson</p> 	<p>Basic First Aid</p>	<p>16.04.19</p>
<p>Helen Carney</p> 	<p>Basic First Aid</p>	<p>16.04.19</p>
<p>Vicky Redfern</p> 	<p>Basic First Aid</p>	<p>16.04.19</p>
<p>Victoria Steel</p> 	<p>Basic First Aid</p>	<p>16.04.19</p>
<p>Gwen Swinbank</p> 	<p>Basic First Aid Administering Medication in Schools</p>	<p>16.04.19</p>
<p>Lynne Stephenson</p>	<p>Basic First Aid</p>	<p>16.04.19</p>

		
<p>Helen Knighton</p> 	<p>Basic First Aid</p>	<p>16.04.19</p>
<p>Emma Walker</p> 	<p>Basic First Aid</p>	<p>16.04.19</p>
<p>Deborah Davidson</p> 	<p>Basic First Aid</p>	<p>16.04.19</p>
<p>Julie Robson</p> 	<p>Paediatric First Aid</p>	<p>30.04.21</p>
<p>Jade Nichols</p> 	<p>Paediatric First Aid</p>	<p>30.04.21</p>
<p>Leanne Hays</p>	<p>Paediatric First Aid</p>	<p>30.04.21</p>

		
<p>Charlotte Foster</p> 	<p>Paediatric First Aid</p>	<p>30.04.21</p>
<p>Sarah Lakey</p> 	<p>Paediatric First Aid</p>	<p>30.04.21</p>
<p>Becky Blenkinsop</p>	<p>Paediatric First Aid</p>	<p>30.04.21</p>
<p>Connor Longstaff</p> 	<p>Paediatric First Aid</p>	<p>30.04.21</p>
<p>Michael walker</p> 	<p>Paediatric First Aid</p>	<p>30.04.21</p>
<p>Nicola Sugden</p>	<p>Paediatric First Aid</p>	<p>30.04.21</p>

	Administering Medication in Schools	
Victoria Byrne 	Paediatric First Aid Administering Medication in Schools	30.04.21
Pauline Stainsby 	Emergency First Aid at work	13.06.20
Denise Gorton 	Emergency First Aid at work	23.11.19
Sara Elmes 	Emergency First Aid at work	14.06.20
Rachael Fitch 	Emergency First Aid at work	09.03.20



<p>Christopher Sanders</p>  <p>© Tempest</p>	<p>Paediatric First Aid</p>	<p>17.06.19</p>
<p>Carol Dent</p>  <p>© Tempest</p>	<p>Emergency First Aid at work</p>	<p>08.12.19</p>