

ADMINISTRATION OF MEDICINE

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Policy Statement

All statements contained in this policy document applies to pupils, staff and parents in our School including EYFS. It should be read in conjunction with the following policies:

- First Aid Policy
- Equal Opportunities Policy

This policy is available on our website and on hard copy from the School Office. It is reviewed annually by the SLT/Appointed First Aider and the next date for review is September 2019.

The aims of this policy are to ensure:

- the responsibilities for the administration of medicines are set out clearly
- the school assist parents in providing medical care for their children
- staff and pupils are educated in respect of special medical needs
- training is arranged for staff who volunteer to support individual pupils with special medical needs as appropriate
- there is appropriate liaison with the medical services as necessary
- relevant national guidance in relation to medication in schools is adopted and implemented

Administering of Medicines during School Hours

From time to time, parents request that the school should dispense medicines, which need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy).
- Children who are suffering from casual ailments (coughs, colds etc).

Only prescription medicines sent in by parents will be administered to pupils unless there are exceptional circumstances. Children's strength paracetamol/ibuprofen are kept in the school office and only administered in exceptional circumstances and only after written parental consent. Medicine brought into school must be handed to the School Office at the beginning of the day. Medicine must be sent to school in its original container with the pharmacist's original instructions clearly visible on the label. Parents must send an accompanying note (Medicine form below) requesting the School Office First Aider to administer the medication during the day and explaining any additional details. **Parents are responsible for collecting the medicine and will need to sign for this at the end of the day/session.**

A written record (see Record Keeping below) is kept in the medicine log each time a medicine is administered to a child. This acknowledges the administration of a medicine. No pupil may administer their own medicine in school except under the supervision of the School Office. The only exception to this rule are pupils who use asthma inhalers, they may administer doses themselves but must always inform their teacher when doing so.

Parents should not send in non-prescription medicine.

We would normally expect a pupil who has been prescribed antibiotics to remain out of school until he/she has had at least two full days of the course. Hayfever medication should be prescribed by a doctor.

Health Care Plans

For pupils who have long term medical conditions and who may require on ongoing medication the following procedures are in place:

- A risk assessment is carried out for each pupil with a long term medical conditions that require ongoing medication. This is the responsibility of the Office Manager alongside the key person/class teacher. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to the risk assessment. They will be shown around the school, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.
- The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual pupil's health needs.
- The risk assessment includes arrangements for taking medicines on outings and the advice of the pupil's GP's is sought if necessary where there are concerns.
- A health care plan for the pupil is drawn up with the parent; outlining the role of key personnel and what information must be shared with other staff who care for their child.
- The health care plan should include the measures to be taken in an emergency.

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- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Record keeping

Parents must always give prior written permission for the administration of all medication and clear records are maintained of all prescribed medications brought into the school in a Medicines in School Register. Entries to this are made in ink in chronological order. It is kept in the School Office. It is in an approved format and entries are kept for three years after the pupil in question has left.

Medicines in School register entries:

- are made at the time medication is received and dispensed
- show the full name and date of birth of the pupil for whom the medicines were supplied
- show the name and signature of the person handing over the medication
- show the name of the person who accepted the medication
- show the date the medicine was obtained or supplied
- give the name of medicine supplied
- detail the quantity and form (e.g. liquids, capsules) in which the medication is supplied
- detail the dosage to be administered each time
- details the amount left each time
- notes any special instructions for storing the medication (e.g. in the fridge)
- notes the expiry date of the medication
- notes the name of the person who prescribed it.

Educational Visits and Activities Offsite

Banstead Prep tries to encourage all pupils with medical needs to participate in educational visits and activities off site where safety permits. Staff supervising pupils on school trips are made aware of any medical needs during the visit briefing and a First Aider will advise on any special precautions or emergency procedures that may be required. If a pupil with a long term medical condition is part of the trip, the staff will take note of the general risk assessment in place for the pupil. A First Aid kit is provided by the school for all trips and all EYFS trips will be accompanied by a First Aider who has the necessary Paediatric First Aid training. Medicines are only administered on school trips by experienced members of staff following written instructions. Medication for a pupil is taken in a sealed plastic bag clearly labelled with the pupil's name and name of the medication. Inside the bag is a copy of the consent form and a record of administration sheet when medication has been given, with the details as given above. On returning to school the sheet is kept with the medicine record book **and the parent signs it**. If a pupil on medication has to be taken to hospital, the pupil's medication is taken in a sealed plastic bag clearly labelled with the pupil's name and name of the medication. Inside the box is a copy of the consent form signed by the

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parent. As a general precaution, pupils should not eat or have medicine administered when travelling in vehicles.

Refusing medication

If a pupil refuses to take any medication, the school may not force them to take it. The school will inform the parents as soon as possible if this occurs.

Storage of medication

Pupil's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the pupils. All medication is stored safely in a locked cabinet in the medical room or medical refrigerator. Certain medication such as asthma inhalers and auto-injectors (e.g. EpiPens) are NOT locked away and are readily available to staff as per individual health care plans.

Staff must seek medical advice if they are taking medication which may affect their ability to care for children and any staff medication must be securely stored, at all times.

Legislation

The procedures in this section have regard to the National Pastoral Practitioners Organisation and are in accordance with the Medicines Standard of the National Service Framework for Children. BPS understands that failing to comply with them could make the school and staff both civilly and criminally liable. BPS recognises its responsibility to adhere to the following areas of legislation: The Medicines Act 1968 The misuse of Drugs Act 1971 The controlled Drugs (Penalties) Act 1985 The Health and Safety at Work act 1974 First Aid 2 - Administering Medicines 5 Management of Health and Safety at Work Act 1999 Control of Substances Harmful to Health Regulations 2002 The Education (School Premises) Regulations 1999 The Education (ISS) (England) Regulations 2003 Part 4, The Disability Discrimination Act as amended by the SEN and Disability Act of 2001. First Aid Regulations and RIDDOR.

Next Review: September 2019 VE

Appendix

 <h2>BANSTEAD</h2> <p>PREPARATORY SCHOOL</p>	<h3>INDIVIDUAL HEALTH CARE PLAN</h3> <p>(Add picture of pupil here)</p>
<p>Pupil's Name:</p>	<p>Pupil's address:</p>
<p>DOB:</p>	<p>Form/Class:</p>
<p>Medical diagnosis or condition:</p>	
<p>Date:</p>	<p>Review Date:</p>
<p>FAMILY CONTACT INFORMATION:</p>	
<p>Parent/s name:</p>	<p>Phone (work):</p> <p>Home:</p> <p>Mobile:</p>
<p>Relationship to child:</p>	
<p>Clinic/Hospital Contact</p>	
<p>Name:</p>	<p>Phone no:</p>
<p>GP Name:</p>	<p>GP Phone no:</p>
<p>Who is responsible for providing support in school:</p>	



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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

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RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL **FOR SCHOOL TRIPS**

Name of child	Class/Form:
Date medicine provided by parent:	Quantity received:
Name and strength of medicine:	Expiry date:
Quantity returned:	Dose and frequency of medicine:
Staff signature:	Signature of parent:

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

Time given

Dose given

Name of member of
staff

Staff initials

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SCHOOL

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

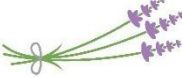
Time given

Dose given

Name of member of
staff

Staff initials

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 <p>BANSTEAD PREPARATORY SCHOOL</p>	<p align="center">RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL WITHIN SCHOOL</p>
<p>Name of child</p>	<p>Class/Form:</p>
<p>Date medicine provided by parent:</p>	<p>Quantity received:</p>
<p>Name and strength of medicine:</p>	<p>Expiry date:</p>
<p>Quantity returned:</p>	<p>Dose and frequency of medicine:</p>
<p>Staff signature:</p>	<p>Signature of parent:</p>

All medicine administered must be recorded in the Medicine Book which is kept in the medical room.