



The Greville Primary School

PUPIL'S HEALTH AND THE ADMINISTRATION OF MEDICINES IN SCHOOL

Governors' Committee Responsible:	Business Committee
Policy Originator:	Sally Thorne
Next Annual Review Due:	June 2025
Status	Stautory

This policy has been produced using the information provided in Pupils' Health and Administration of Medicine February 2005. This folder should be referred to for more detailed information.

Parent's/Carer's Responsibility

1. Ensure child is fit and well enough to attend school.
2. Provide full details of any health problems they may have and keep school fully informed of any changes.
3. Parents of children using inhalers, auto-injectors, insulin pumps and pens and other essential medical equipment, must ensure that the school is kept updated on any change in contact details.
4. If medicines are prescribed for a child, ask doctor if they may be taken outside school hours.
5. If medicines must be taken in school - provide full details of any medication requirements and ensure medicines supplied to school do not exceed expiry date.
6. Ensure that primary age children do not carry medicines, except possibly inhalers (with parental consent) or travel sickness medication for use on an educational visit (to be handed to the teacher in charge).
7. Provide school with a phone number where parent/carer can be contacted in an emergency.
8. Ensure all medication is taken to the school office. Parents/Carers will be required to complete a "Pupil Medication Request" form.

Staff

1. There is no requirement for teaching staff to administer medication, except in an emergency. It is expected that teachers accompanying children on a school trip will be prepared to administer medicines if required.
2. When teachers are responsible for the care and control of the children of others then they must take the same care that a reasonable, prudent and careful parent would take in the same circumstances.
3. Surrey County Council fully indemnifies all its staff against claims of alleged negligence providing they are acting within the scope of their employment. As the administration of medicines is considered to be an act of "taking reasonable care" of the pupil, staff agreeing to administer medication can be reassured about the protection their employer will provide. In practice this means that the County Council and not the employee will meet the cost of damages should a claim for alleged negligence be successful.

Medicines kept in school

1. No medicines are kept in school for general use.

Medicines brought into school

1. No pupil should be given medication by any member of staff without their parents/carers written consent.
2. Medicines should be brought into school, and handed to a member of the office staff, by the parent/carer and only given back to the parent/carer at the end of each day.
3. Medicines must be in a clearly labelled container which states:
 - the child's name
 - type of medicine
 - dosage instructions
 - cautionary advice

Storage of Medicines

1. Medicines will be locked away in the medical cupboard in the main office. However if they need to be kept in a refrigerator – they should be placed in a sealed bag, marked “medicines” and with the name of the child – and they will be put in a refrigerator in a locked box with a combination to ensure safety.
2. Medicines needed in emergency situations when immediate access will be essential, e.g. asthma inhalers and auto-injectors, are kept in boxes, labelled by year group and stored in classrooms so that they are easily accessible in an emergency. Each child will have a labelled pouch in the box with their inhaler etc.

It is good practice for Key Stage 2 children to have an inhaler and/or auto-injectors on them at all times.

Arrangements for administering medicines in school

1. Parent/Carer may make arrangements with the school office to come in and do this.
2. Pupils may be allowed to take responsibility for self-administration of medicines, e.g. inhalers, provided they have written consent of parent/carer and a risk assessment has been completed.
3. Staff may volunteer to do this.

Practice/Procedures

1. The following standard practice must be followed by school staff when administering medicines:
 - check the identity of the child/young person
 - check the parental consent form for administration of the medicine(s)
 - check the written instructions received from the parent and the medicines administration record match the instructions on the pharmacy dispensed label of the medicine container i.e. name of the medicine, formulation, strength and dose instructions

- check the on the pharmacy dispensed label matches the name of the child/young person that the medicine is to be administered
 - Any additional or cautionary information on the label which may affect the times of administration, give information on how the medicine must be administered, or affect performance e.g. an hour before food, swallow whole do not chew, or may cause drowsiness
 - The medicine administration record to ensure the medicine is due at that time and it has not already been administered
 - The expiry date of the medicine (if one is documented on the medicine container or the pharmacy dispensed label).
 - All the necessary equipment required to administer the medicine is available e.g. medicine spoon, oral syringe, injecting syringe.
2. Normally medicines will be administered by one of the office staff or another member of staff (all staff have current first-aid training). Two members of staff will sign the medicine administration book to confirm dosage.
 3. If the member of staff is in any doubt about any of the details, they should check with the child's parent/carer or doctor before giving any medication.

Treatment for serious medical conditions

1. Some children suffer from chronic medical conditions which may need urgent action to prevent a possible life threatening situation from developing. If specifically appointed ancillary staff are not available to carry out these tasks other staff may volunteer to do so, acting "in loco parentis", provided they have adequate training.
2. For most severe conditions it is important to establish Individual Treatment Plans in consultation with the parents/carers and the School Health Service. For these children there is a photo of the child and brief description of their plan in both their class register and the staff room. Where the child needs to carry their medication with them the written consent of their parent/carer is required and a risk assessment must be completed.

Medicalert – bracelets/necklaces

1. Some children wear these to alert others to their medical condition in case of an emergency. As these items can be a source of potential injury in P.E. they should be removed in these sessions and given to the teacher in charge for safe keeping.

Emergency Assistance

1. If a child becomes unwell or is injured, they should be sent to the main office.
2. If the child cannot be moved – send someone to the main office immediately – SOS cards are available in classrooms and other areas. All staff are allocated an SOS card with their name on at the start of each academic year which should be kept in their lanyard.
3. Normally a child who becomes unwell or is injured at school will be looked after by a member of the office staff until they are either fit enough to return to class or their parent/carer collects them. In the latter instance it will then be the parent's/carer's responsibility to accompany their child to the GP's surgery or hospital accident and emergency department as appropriate.
4. In an emergency, where it appears necessary for professional medical care to be sought immediately, 999 should be called and the attendance of an ambulance requested. The procedure for this is on the office wall. Where a child has to be transported to hospital and it has not been possible to arrange for their parent/carer to accompany them, a member of staff should go with the child and remain at the

- hospital with them until their parent/carer arrives. A member of staff is not permitted to give consent to any form of treatment once at hospital.
5. Teachers will exercise their professional judgement in deciding on appropriate action in individual cases.
 6. Support will be available for staff concerned with emergency illness or injury. This may involve a sympathetic listener and time to compose themselves.

First adopted: June 2010

Review Schedule

Committee	Full governing body	Comments
Business Committee March 2014		Reviewed and amended by Business Committee
Business Committee 19/06/2019		Reviewed and amended by Business Committee – wording updated and expansion of point 3 under Parent’s/Carer’s Responsibilities.
Business Committee Date TBC	TBC	