

POLICY ON ADMINISTRATION OF MEDICINES IN SCHOOL

THIS POLICY APPLIES TO THE WHOLE SCHOOL, INCLUDING THE EYFS SETTING.

GENERAL

The Belvedere Preparatory School Management Board recognise that many pupils will at some time need to take medication at school. Whilst parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and The Belvedere Management Board wish to do all that is reasonably practicable to safeguard and promote children's welfare.

RESPONSIBILITIES

Having taken due consideration of Government and Local Education Authority policies and guidelines, The Belvedere Preparatory School Management Board take responsibility for the administration of medicines during school time.

The Designated First Aider (in consultation with the Headmistress) will implement the Management Board's policy on a day-to-day basis and report, as required, to The Belvedere Preparatory School Management Board.

The Designated First Aider (in consultation with the Headmistress) will ensure that procedures are understood and adhered to, that training is provided and that there is effective communication and consultation with Parents, Children and Health Professionals concerning pupils' medical needs.

All staff are expected to maintain professional standards of care, though they have no contractual or legal duty to administer medication. The Management Board do not require staff to administer medication.

At The Belvedere Preparatory School there are named First Aider's who will hold current First Aid certificates.

All Staff receive or have available to them:

- Advice and information on common childhood illnesses and conditions.
- First Aid training to ensure that they feel confident to deal with minor everyday injuries.
- Specific information and details regarding particular conditions that may apply to the class for which they have charge.

Specified staff (e.g. Designated First Aiders, PE staff, Staff taking Educational Visits) are given training to administer first aid and/or medication to pupils.

STAFF INDEMNITY

The Management Board fully indemnify all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following the Management Boards' guidelines.

RECORDS

On admission of the pupil to the school, all parents will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication- emergency contact numbers
- name of family doctor/consultants
- special requirements (e.g. dietary)

At the beginning of each academic year all parents will be required to up-date the medical form.

A list of all medical conditions/ allergies/ intolerances etc. is displayed in both the staffroom and medical room for referral.

ADMINISTRATION OF THE MEDICATION

Parents should ensure that they are familiar with the advice and guidelines the school provides with respect to health, in particular diseases caused by infectious and contagious organisms. The Belvedere Preparatory School expects Parents to respect the advice and guidelines.

The school expects that where possible parents will administer medication to their children.

Any requests for medicine to be administered must come from a parent in writing on the School's *Request to Administer Medication Form*, and each request will be considered on an individual basis.

The Form will include:

- Name of parent and contact number
- Name of child and class
- Name of medicine
- Name of doctor who prescribed it, as well as contact details
- How much to give
- How it should be kept and stored
- How it is to be administered
- When to be given
- Any other instructions

The Form will end with the consent statement: ***'The above information is accurate to the best of my knowledge at the time of writing, and I give consent to the school to administer the medication in accordance with School Policy. I will inform the school in writing of any changes to the above information'.***

This must be signed and dated by a parent or someone with parental responsibility before any medicines are administered.

A note, where relevant, should accompany the form from the child's doctor stating that it is necessary for the child to take the medication during school hours and that the child is sufficiently fit and non-infectious to return to school.

A separate form must be completed for each medicine to be administered.

Another adult must supervise any administered medicine.

The Designated First Aider (in consultation with the Headmistress) will decide whether any medication will be administered in school, and by whom. In appropriate cases the Headmistress, Designated First Aider and Parents (and anyone else the Headmistress deems necessary) will draw up a healthcare plan.

The medication must be in a container as prescribed by the doctor and dispensed by a chemist with the child's name and instructions for administration printed clearly on the label. Only the smallest amounts of medication should be brought into school. This should be brought in by the Parent (not the child) and should be delivered personally to the Designated First Aider. The child's Parent must collect the medicine personally at the end of each day. The school will not deal with any requests to renew the supply of the medication.

If the pupil is required and able to administer his/her own medicine (e.g. inhaler for asthma) the Class Teacher will check that the pupil fully understands what has to be done, and will organise or supervise the administration.

Normally medication will be kept under the control of the Designated First Aider unless other arrangements are made with the Parent.

Normally the administration of medication will only be done in school at the following times:

- break time (10.40am – 11.10am) and lunch time (12.50pm – 1.50pm)
- immediately before school and after the end of the school day

The school will not allow in any circumstances the administration of non-prescription medicines in school, unless there is written request from a Parent.

INTIMATE OR INVASIVE TREATMENT

The school will not normally allow these to take place in school, but in exceptional circumstances the Headmistress is authorised to agree to it. Two adults must be present when medication is given.

MEDICATION FOR AN ONGOING CONDITION

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity and to discuss with the Headmistress what can be done in the school, before the Headmistress makes a decision. This applies to medication for an ongoing condition, e.g. epilepsy and for self-administered medication, e.g. use of an inhaler. In the case of common, but long-term ailments, such as epilepsy and asthma, the facts of the illness, and the action to be taken by the school, should be spelt out by the medical practitioner and recorded in the child's records.

LONG-TERM MEDICAL NEEDS

The Management Board and Headmistress will do all they reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the parents and in most cases the family doctor. The Management Board reserve the right to discuss the matter with a medical adviser of their choosing.

RECORDS:

The '*Administration of Medication Record Book*' must be completed in every instance. It will be kept in the medical room.

The form will record:

- Name of the pupil
- Date and time of the administration
- Who supervised the administration
- Which medication
- Expiry date of medication
- How much was given
- A note of any side-effects

The Designated First Aider will keep the record and, in conjunction with the Headmistress and the child's Class Teacher, will ensure that the medical record form is filled in correctly.

TRAINING

The Management Board are committed to providing appropriate training for staff administering medicines.

MONITORING AND REVIEW

The Headmistress will be responsible for monitoring the implementation of the policy and to reporting to the Management Board.

REQUEST TO ADMINISTER MEDICATION FORM

In order for The Belvedere Preparatory School to consider whether or not they accede to a request to give your child medicine during the school day, it is necessary for you to complete and sign the *Request to Administer Medication Form*. Once the completed form has been received by the School Office you need to seek time to discuss your request with the Designated First Aider or Headmistress.

REQUEST TO ADMINISTER MEDICATION FORM

PARENTAL DETAILS

SURNAME: _____ FORENAME(S): _____

SIGNATURE: _____

CONTACT TELEPHONE NUMBERS

HOME: _____

WORK: _____

MOBILE: _____

PUPIL DETAILS

SURNAME: _____ FORENAME(S): _____

CLASS: _____ DATE OF BIRTH: _____

CONDITION OR ILLNESS: _____

DOCTOR'S DETAILS

NAME: _____ TEL. NUMBER: _____

SURGERY: _____

IS A DOCTOR'S NOTE PROVIDED? YES / NO

MEDICATION

NAME/TYPE OF MEDICATION: (AS DESCRIBED ON CONTAINER):

FOR HOW LONG IS YOUR CHILD TO TAKE THIS MEDICATION?

DATE DISPENSED: _____

EXPIRY DATE: _____

FULL DIRECTIONS FOR USE

DOSAGE AND METHOD:

TIMING OF ADMINISTRATION: _____

SPECIAL PRECAUTIONS: _____

SIDE EFFECTS: _____

SELF ADMINISTRATION: _____

PROCEDURES TO TAKE IN AN EMERGENCY: _____

EMERGENCY CONTACT DETAILS

SURNAME: _____ FORENAME(S): _____

CONTACT TELEPHONE NUMBERS: HOME: _____ WORK: _____

MOBILE: _____

RELATIONSHIP TO PUPIL: _____

'THE ABOVE INFORMATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE AT THE TIME OF WRITING AND I GIVE CONSENT TO THE SCHOOL TO ADMINISTER THE MEDICATION IN ACCORDANCE WITH SCHOOL POLICY. I WILL INFORM THE SCHOOL IN WRITING OF ANY CHANGES TO THE ABOVE INFORMATION'.

SIGNED: _____ DATE: _____

PRINTED NAME: _____

RELATIONSHIP TO PUPIL: _____