

# **BEBINGTON HIGH SPORTS COLLEGE**



## **ADMINISTRATION OF MEDICINES** **POLICY**

Agreed/Reviewed by Governors – see reverse  
Amended July 2009 (for agreement)

## POLICY ON ADMINISTRATION OF MEDICINES IN SCHOOL

### **General**

The governing body recognises that many students will at some time need to take medication at school. While parents retain responsibility for their child's medication, the school has a duty of care to the students while at school; and the governing body wishes to do all that is reasonably practicable to safeguard and promote children's welfare.

### **Responsibilities**

The governing body takes responsibility for the administration of medicines during school time in accordance with the government's and LA's policies and guidelines. The Head implements this policy as required to the governing body.

Medication will normally be administered by the school first aiders, or by specially trained staff.

All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. The governing body does not require staff to administer medication. (Circular 14/96 'Supporting Students with Medical Needs').

However, some specified staff (e.g. PE and games staff, or staff taking educational visits) who volunteer their services will be given training to administer first aid and/or medication to students.

### **Staff Indemnity**

The LA (governing body) fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following governing body guidelines.

The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The LA/governing body will meet any claims in these circumstances.

### **Guidelines**

#### **Records**

On admission of the student 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 update the medical form.

## **Administration of the Medication**

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

Any requests for medicine to be administered must come from a parent in writing or for long term medication, a Parental Consent form is to be completed (see attached). Each request will be considered on an individual basis.

'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 the school (LA) policy. I will inform the school in writing of any changes to the above information'. It will be signed and dated by a parent or someone with parental control.

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

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity and to discuss with the Year Manager, ANCo, Mrs Jones and the School Nurse, Helen Finland what can be done in the school, before the Head makes a decision. (See the government guidance 'Supporting Students with Medical Needs').

The Head (or person authorised by the Head) will decide whether any medication will be administered in school, and by whom. In appropriate cases Mrs Jones and parents, in consultation with the School Nurse (and anyone else the Head 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.

The school will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents. (Expiry dates will be listed on HC Plans where appropriate).

If the student is required and able to administer his/her own medicine (e.g. inhaler for asthma), this can be supervised by the First Aiders).

Normally medication will be kept under the control of the First Aiders, unless other arrangements are made with the parent.

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

- immediately before school
- breaks and lunchtime
- exceptionally, immediately after the end of the school day

The school will not allow in any circumstances the administration of non-prescription medicines in school. This includes cough sweets and lozenges, and painkillers.

## **Intimate or Invasive Treatment**

The school will not normally allow these to take place in school, but in exceptional circumstances the Head is authorised to agree to it. Two adults must be present when these take place, at least one of whom must be of the same gender as the student.

## **Long-term Medical Needs**

The governing body and Head will do all they reasonably can to assist students with long-term needs. Each case will be determined after discussion with the parents. The governing body also reserves the right to discuss the matter with the LA's medical adviser.

## **Records**

The school form Parental Consent regarding medication must be completed in every instance. It will be kept in the school LSO, with copies in First Aid.

The school will ensure that the medical record form is completed accurately and signed when medication is given.

## **Training**

The governing body is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

## **Monitoring and Review**

The Head will be responsible for monitoring the implementation of the policy.

**BEBINGTON HIGH SPORTS COLLEGE**  
**MEDICATION PROCEDURE**

No student under 16 (sixteen) should be given medication without his or her parent's written consent.

**Procedure for giving medication: -**

**Check:**

- If written permission is not given, the medication is not to be administered
- Students name
- Written instructions provided by parents or Doctor
- Prescribed dose
- Expiry date
- Complete and sign the medication record

**NB** If a student refuses medication staff should **NOT** force them – parents must be informed.

- Medicines must be clearly labelled and locked away
- Students must have access to them at the required time (before school, first and second lunch and after school)
- It is the responsibility of the parent to dispose of medicines

**School trip and Sporting Activities**

- Staff in charge must check carefully medical information of students.

**BEBINGTON HIGH SPORTS COLLEGE**  
**Parental consent re medication**

*The school will not give your child medicine unless you complete and sign this form.*

**DETAILS OF STUDENT**

Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Address: \_\_\_\_\_ M/F: \_\_\_\_\_

\_\_\_\_\_ DOB: \_\_\_\_\_

\_\_\_\_\_ Form: \_\_\_\_\_

Condition or illness: \_\_\_\_\_

**MEDICATION**

Name/type of medication (as described on the container) \_\_\_\_\_

For how long will you child take this medication \_\_\_\_\_

Date dispensed: \_\_\_\_\_ Expiry date: \_\_\_\_\_

**Full directions for use:**

Dosage and method \_\_\_\_\_

Timing: \_\_\_\_\_

Special precautions: \_\_\_\_\_

Side effects: \_\_\_\_\_

Self administration: \_\_\_\_\_

Procedures to take in an emergency: \_\_\_\_\_

**CONTACT DETAILS**

Name: \_\_\_\_\_ Daytime telephone No: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Address: \_\_\_\_\_

*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 the school (LEA) policy. I will inform the school in writing of any changes to the above information.*

Dated: \_\_\_\_\_ Signature(s): \_\_\_\_\_

Relationship to student: \_\_\_\_\_

## FIRST AID ROOM ADMINISTRATION PROCEDURES

### Weekly:

- Complete appropriate form when a pupil attends first aid.
- Sick forms to be filed in year folders by year group (files kept in bottom right hand cabinet.
- Second year group files have a form for every pupil; list every visit except for headaches or sickness.
- Year Managers/SLT permission to go home forms – to be shredded/confidential waste bag when returned from office (confidentiality).
- All forms for filing are kept in drawers in the small grey cabinet (master copies in the bottom left hand locker).
- Diabetic pupils blood reading forms at back of orange folder (Kelly McFadden on pink sheets pinned to notice board).
- Record daily medication e.g. Ritalin on sheets in orange file under individual pupils names (no need to file these).  
Ring parents when medication running low.
- Memo's are to be filed in yellow folder kept in the desk tray for all to access and read on a regular basis.
- Medicines kept in top left hand locker.
- Green forms (M13 Accident forms) to be passed to Linda Chamberlain once completed i.e. by relevant member of staff.

### Health Care Plans

- Copies are forwarded to 1<sup>st</sup> Aid and are kept in green file in bottom left hand locker (they are also attached to SIMS and available in the LSO). Copies to be taken on any school trip along with any additional medication i.e. Epipen/spares for diabetics/tubes etc.

### Educational Visits

- Trip Organiser to provide list of pupils.
- Trip Organiser to hold copies of permission/medical slips with contact details.
- First Aider to copy HCP's.
- Ensure any additional equipment i.e. Epipen/tubes/diabetic equipment etc accompany relevant pupil on trip and ensure returned after trip.
- Check Medical Register against list of pupils' i.e. daily medication/spare Inhalers (to accompany on trip as necessary).
- Remind parents of pupils who need Asthma Inhalers they are going on a trip.
- Moreland girls – spare tube to be requested from Mrs Moreland.
- Ensure First Aid kit is taken on any school trip/sick buckets etc as appropriate.
- Ensure paperwork folder is taken.

### **NB**

At the end of the academic year, the year forms are to be put into boxes and then go into storage. Hand back any medication to named pupils (apart from spare medication kept in First Aid Drawer in main office).