

PARKSIDE HOUSE SCHOOL

Administering of Medication

July 2014

The purpose of this policy is to ensure that any medicines administered within school are done so in a safe and monitored environment. It has been written using guidance from the DFES notes “Managing Medicines in School and Early Years Settings” from March 2005.

Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis. In line with government guidelines we would ask that children are not sent to school when they are clearly unwell or infectious.

## **Parental Responsibility**

- Parents/Carers have the prime responsibility for their child’s health and should provide Parkside House School with information about their child’s medical condition. This should be done upon admission or when their child first develops a medical need.

## **Prescribed Drugs**

Medicines should only be taken to school where it would be detrimental to a child’s health if the medicine were not administered during the school day. Parkside School can only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber’s instructions for administration.

- Medicines will be stored in a locked cabinet during the day and at night if the medicine is to remain at school or a locked fridge where necessary.
- A record will be made of when the medicine was dispensed.
- Parent/Carer should make arrangements to collect the medicine from the school office at the end of the day or organise with school for medicines to be collected and delivered by the Taxi Escort unless alternative arrangements are made with the school staff. Medicines will not be handed to a child to bring home unless agreed as in Self-Management below.

## **Non Prescribed drugs**

We will only administer non-prescribed drugs (e.g. Paracetamol) where parents have brought in the medicine and signed a consent form or verbal consent has been received prior to administering

The school is unable to administer any medicines that contain Ibuprofen or Aspirin.

## **Refusal of Medicine**

If a child refuses to take medicine, we will not force them to do so, but will note this in the records and contact the named contact on the medicine record form. If a refusal to take medicines results in an emergency then our emergency procedures will be followed.

## **Self-Management**

Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parents and children, the appropriate time to make this transition.

Parents/Carers will be required to complete a "Self-Management" form which will detail where the medicines are to be stored during the school day.

## **Educational Visits**

In line with Parkside House School's SEN policy we will make reasonable adjustment to enable children with medical needs to participate fully and safely on visits. Any risk assessments undertaken will allow for such children.

Staff supervising excursions will be aware of any medical needs, and relevant emergency procedures.

If staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit, they will seek parental views and medical advice from the school health service or the child's GP.

## **Sporting Activities**

Most children with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE should be recorded. The school is aware of issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers.

## **Known medical conditions**

A central register will be placed in the staffroom to ensure that all teaching staff, and support staff have access to the information.

When supply staff are asked to cover a classroom it will be the responsibility of the member of staff showing the supply teacher to the room where the list is held

## **Training**

All staff will receive annual refresher training on the common conditions of Asthma, Epilepsy, Diabetes and Anaphylaxis, from the school health service