

Administration of Medicine Policy for Messingham primary School (based on North Lincolnshire guidance)

Medication and medical care in school

A medicine is defined as any substance for the treatment or prevention of disease or medical conditions. Medical care may include the need to help a pupil with a tracheostomy or a child requiring tube feeding.

Most pupils with medical needs are able to attend schools regularly and take part in most normal school activities. Extra care may be needed in supervising some activities to minimise risk.

While teachers have a general professional duty to safeguard the health and safety of their pupils, this does not imply a duty or obligation to administer medicine. School staff may voluntarily undertake this duty as long as they receive appropriate training.

Parents are the pupil's main carers. If necessary, school staff may request a parent or person designated by the parent to attend the school to administer medicines.

The Headteacher may identify members of staff who are willing to be trained and make the necessary arrangements eg use of EpiPen.

Administering medication

Pupils will not be given "over the counter" medication by school staff.

Parents may come into school to do this.

Prescribed medicines and medications will be administered by staff if the appropriate form has been completed by the parent. The name of child, and details of when they need their medicine will be written on the whiteboard in the medical room and ticked off when it has been administered.

The medicine book should also be filled in with the child's name, medicine and time given, and signed by the member of staff giving medicine.

The medicine book is the small red book in the top drawer of the filing cabinet.

Where possible, a child should be encouraged to administer their own medication, under the supervision of a member of staff.

If a child refuses to take their medication, they should not be forced to do so and the parents should be contacted urgently.

Storage of medication

If pupils bring their own medication (eg inhalers, hay fever tablet) they should let their teacher know. Depending on the age and level of maturity of the child, the teacher may let the pupils look after their own

medication or may look after it for the child. Any prescribed medications must be kept in the medical room, unless they are needed quickly for emergencies eg Epipen. There is a refrigerator in the medical room if required for storing medicines.

Contact information

Parents are responsible for supplying information to the school about a child's medical needs and medicines and of any changes.

If the school is not going to administer the medication, the parents must be informed as soon as possible.

Emergency first aid

There are named first aiders in school and a number of other staff with basic first aid training. In an emergency, follow the Health and Safety Policy.

Admission of pupils with a condition requiring personal or invasive treatment:

Before admitting the pupil onto the school roll, the headteacher or SENCo will discuss the needs of the child with the SEN team, the school nurse, community nurse and/or the medical needs team as appropriate.

A medical care plan should be put in place before the child is admitted to school.

The medical care plan should include:

- Definition and details of the condition
- Food and drink management
- Management of activities of daily living
- Precautionary measure
- Treatment
- Emergency procedures to be adopted
- Staff training
- Consent and agreement

The school will work with parents to enable the pupil to take a full and active part in the life of the school. Willing members of staff will be trained to help the pupil with treatments when required.

Reviewed: May 2012