



## Kington St Michael CE Primary School

### Medication for pupils

- The school is committed to pursuing a policy of inclusive education. No child should be excluded from school activities by virtue of having a medical condition.
- The school will carry out risk assessments and care plans where appropriate in conjunction with the school nurse and parents to determine the procedures the school will need to adopt. These assessments and plans will also identify any exceptions to normal participation in school activities.
- Teachers and support staff have a responsibility to maintain the health and safety of pupils in their care. In some circumstances this might extend to administering medication or taking other medical action in an emergency. In normal circumstances teachers and support staff will not be asked to administer medication.
- It is entirely the decision of each individual employee in the school as to whether he/she is prepared to personally administer medication. No sanction will be taken against any employee who declines to undertake this task.
- No medication must be given to any child without the specific written consent of the parent/carer concerned and authorisation from the Headteacher. (Consideration should be to the need for the medicine to be taken during school hours.)
- **Non-prescribed medicines containing analgesics (including mild painkillers such as aspirin or paracetamol) should not be given, even with the consent of parents/carers.**
- Where a decision is reached that medication will be given in school:
  1. Parents/carers will complete a consent form including full directions for use (appendix 1 to this policy)
  2. The medicine will be handed directly to the headteacher or the admin officer in person by a parent/carer.
  3. A record will be kept of the administration of the medicine (appendix 2) This record will be kept with the instructions for administration and will be checked on every occasion.
  4. Medicines must be stored safely and be clearly labelled with the contents, the child's name and the dosage or other instructions as to use. Medication which is required to be kept in a refrigerator must be placed in a suitable sealed container and clearly marked 'medicines'.
  5. Any medication which has passed its expiry date should be collected from school by parents/carers within 5 days of the expiry date or it should be disposed of safely (e.g. by returning it to the local pharmacist.)
  6. Before medication is administered the identity of the child must be verified.

#### Special circumstances

Some pupils have specific medical needs which may require treatment in an emergency which may involve invasive medical procedures (e.g. epipen). Other children may require special personal care involving intimate or invasive treatment (e.g. assistance with catheters).

- These children will have a care plan, drawn up by the school nurse together with the parents and the school.
- Staff who are willing to administer such treatment will be given appropriate training to enable them to act in emergencies in potentially life threatening situations or in providing intimate or invasive personal care. **Only those who are both willing and appropriately trained should administer such treatment.**
- For the protection of both staff and children a second member of staff should be present when the more intimate procedures are being followed.
- Appropriate personal protection should be worn.

- The dignity of the child should be protected as far as possible at all times, even in emergencies.
- All staff should be made aware of the pupil's condition (subject to parent/carer consent) and know where to locate trained staff.
- All staff should respect the confidentiality of medical information.
- Medication should be stored in a sealed container clearly marked 'emergency medication' and with the pupil's name. Trained staff should have immediate access to it.
- Pupils with personal inhalers can administer their own medication.
- Pupils will be responsible for the storage of inhalers.
- Parents will be responsible for ensuring that the inhaler is in school.
- The school will keep a register of inhaler users.

### **Risk assessment**

- For a number of pupils with medical needs it may be appropriate for risk assessments to be carried out on certain activities, e.g. physical activities and visits. This would consider such issues as medical needs, medication requirements, physical abilities, emergency treatment.

# Supporting Children with Medical Needs Health and Safety Risk Assessment Form

Name of child -----

Date of birth -----

Name of teacher ----- Class-----

Name of condition requiring medical support in school -----

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**Risk assessment**

**Possible hazards:**

**Employees and non-employees at risk:**

Head teacher	Caretaker	Children 0 – 4	Others (please specify)
Teachers	Cleaners	Children 5 – 7	
TAs	Caterers	Children 8 – 11	
Admin Staff	Parent Helpers	Parents/Carers	
MDSAs	Students	Contractors	

**Factors which would increase hazards:**

**Precautions which would decrease hazards:**

**Assessment of the risk:**

A score of 1 indicates low priority requiring minimal action.

A score of 2 indicates medium priority requiring control and supervision.

A score of 3 indicates high priority requiring close control and supervision.

A score of 4 indicates the need for immediate prohibition.

**Additional action which may be required to reduce the hazard and scores to as low as is reasonably practicable.**

Name of assessor -----

Designation -----

Date -----

Signature -----

**PARENTAL CONSENT TO ADMINISTER MEDICATION**

Details of pupil

Name: ..... Class .....

Address .....  
.....  
.....

Date of birth .....

Condition or illness .....

Name/type of medication .....

How long will your child need this medication .....

Date dispensed .....

Full directions for use

Dosage .....

Timing .....

Special precautions .....

Side effects .....

Self administration yes/no

Procedures to take in emergency

.....  
.....

Contact details

Name: ..... relationship to pupil: .....

Daytime telephone number.....

Mobile telephone number .....

I understand that I must deliver the medicine personally to .....  
And accept that this is a service which the school is not obliged to undertake.

Signed: ..... Date: .....

