Policy for Administration of Medication in School

Purpose

The purpose of the policy for Administration of Medication in Bingley Grammar School is to clarify the approach taken by the School in relation to pupils with medical needs that may have to be met during the school day or school activities.

This policy should be read in conjunction with the school policy on Supporting Pupils with Medical Conditions, which covers cases where students have long term or more complex medication needs and require an Individual Healthcare Plan (IHP) to be put in place.

Note: In the event of any medical emergency (or where there is any question of doubt) an ambulance must be called for assistance.

In addition, anyone caring for children, including teachers and other school staff, has a common law duty of care to act like any reasonably prudent parent, and may need to take swift action to assist a child in an emergency.

Aims

- The Governors and staff of Bingley Grammar School wish to ensure that pupils with medical needs receive care and support in school.

- Pupils should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school trips etc. This aim has to be balanced against any potential risks involved, which will be identified through risk assessments, and suitable accommodations made where appropriate.

Principles

- The Headteacher will accept responsibility in principle for members of school staff giving or supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so, and on a practical level will delegate this duty to the Medical Needs Coordinator/Lead first aider (First Aid Officer).

- Medication can only normally be accepted in school where it has been prescribed by a doctor. In other cases, e.g. where a pupil suffers regularly from acute pain, such as migraine, parents may authorise and supply appropriate pain killers for their child’s use. Aspirin will not be permitted or administered unless there is written authorisation from a medical professional for this to be administered. The requirements in the Policy as to consent, provision of information, labelling, etc., of prescription medicines also apply to non-prescription medicines.
Medication will not be accepted without written parental instructions as to administration. This should be provided in conjunction with the GP or other medical professional as appropriate. Either the parent, or the pupil himself/herself if over 16, must consent. The First Aid officer must approve the administration of the medicine.

The First Aid Officer will consider in each case the nature of the medication to be administered, any potential risks and all other relevant information before deciding whether in any particular case medicine can be administered in school. Where there is concern about whether the school can meet a pupil’s needs the First Aid Officer should seek advice from the school nurse or doctor, the child’s GP or other medical adviser.

For any child who will need to have medicine administered at school on a regular basis, an individual healthcare plan (see Supporting Students with Medical Conditions Policy) will be drawn up in consultation with the school, parents/carers and health professionals. The healthcare plan will outline the child’s needs and the level of support required in school. It will be reviewed at least annually.

Each item of medication must be delivered in its original container and handed directly to the First Aid Officer. The school will not accept medication which is in unlabelled containers.

Where a pupil travels on school transport with an escort parents/carers should inform the escort of any medication sent with the pupil or should hand the medication to the escort for transporting to the school.

Each item of medication must be clearly labelled by the parent with the following information:

- Pupil’s name
- Name of Medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if necessary)
- Expiry date

Where appropriate pupils will be encouraged to self-administer their own medication under staff supervision. Parent/carers of pupils under 16 will be asked to confirm in writing their consent to this by completing a Request form for the pupil to carry and administer their own medication (see Appendix 1). The Headteacher or First Aid Officer must approve pupils carrying and administering their own medicine. In deciding whether to permit this the Headteacher or First Aid Officer will take into account the nature of the medication, the age of the pupil and the safety of other pupils.
• Staff who volunteer to assist in the administration of medication must receive appropriate training/guidance identified by the Headteacher or First Aid Officer in liaison with Health professionals.

• The Headteacher or First Aid Officer will seek the advice of healthcare professionals on the type of training required for each authorised member of staff and what types of medication that training covers.

• Unless otherwise indicated, all medication to be administered will be kept in a locked medicine cabinet.

• The school member of staff administering the medication must record details of each occasion when medicine is administered to a pupil.

• If pupils refuse to take medication, the school staff should not force them to do so. The school should inform the child’s parents as a matter of urgency, and may need to call the emergency services.

• Parents/carers should be advised that it is their responsibility to notify the school of any changes to a child’s medication.

• The procedures to be followed to implement this Policy are set out in the Procedures below and Appendix 1.

Administration of Medication in School

Procedures

1. Parents and carers are responsible for supplying school with all necessary information regarding their child’s condition and medication. This should be provided in conjunction with the GP or other medical professional as appropriate. This information should be recorded on the standard form which records the consent of the parent to the administration of medication which should be updated regularly (see Appendix 1). A signed copy of this form should be kept on file.

2. Each container should be clearly labelled with the following:
   - Name of medication
   - Pupil’s name
   - Dosage
   - Dosage frequency
   - Date of dispensing
   - Storage requirements (if applicable)
   - Expiry date

3. Parents should be asked to make it clear whether medication needs to be kept in school or should be collected at the end of the day.
4 Unless otherwise indicated, all medication to be administered will be kept in a locked medicine cabinet in the First Aid room and only First Aid trained staff will have access to the keys for the cabinet.

5 It is the parents’ responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

6 School staff will not dispose of medicines. Medicines which are in use and in date should be collected by the parent/carer at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

7 For each pupil with long-term or complex medication needs a Health Care plan will be drawn up in conjunction with the appropriate health professionals.

Documentation

Appendix 1 Student consent form for controlled giving of medication and for self-administration of medication
Day Book Record of Medication Given

Policy Review

The efficacy of this policy will normally be reviewed every two years by the Governing Body.

Originator: JES
Partner Governor: GS
Ratified by: Full Governing Body
Date of Review: Nov 2020
Next review: Nov 2022
Appendix 1

The Administration of Medication in School

The school will not give your son/daughter any medication or permit them to take medication in school unless you complete and sign this form. Please complete the **Detail of Student** section then **either** Section 1 or Section 2 fully.

**Detail of Student**

<table>
<thead>
<tr>
<th>Surname:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forename(s):</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Condition or illness:</td>
</tr>
<tr>
<td>Medication to be taken in school:</td>
</tr>
</tbody>
</table>

**Section 1**

**School Controlled Administration of Medication** (leave blank if self-administering)

Each item of medication must be delivered in its original container and must be clearly labelled with the following information: pupil’s name, name of medication, dosage, frequency of dosage, date of dispensing, storage requirements (if necessary) and expiry date.

<table>
<thead>
<tr>
<th>Medication:</th>
<th>Dosage:</th>
<th>Frequency:</th>
<th>Notes for First Aider:</th>
</tr>
</thead>
</table>

|               |

**Procedures to take in an emergency or if student refuses to take medication:**
**Name & Address of Parent /Carer:**

<table>
<thead>
<tr>
<th>Daytime Tel. No:</th>
<th>Relationship to Student:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

I understand that I must deliver the medication personally to (agreed member of staff) and I consent to authorised staff administering the above medication to my child. I accept that this is a service which the school is not obliged to undertake.

I consent to medical information concerning my child’s health to be shared with other school staff and/or health professionals to the extent necessary to safeguard his/her health and welfare.

I confirm that the medication has been prescribed by a doctor/consultant and that this information has been provided in consultation with my child’s doctor/consultant.

Date:

Print full name of parent/carer:

Signature:

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**Section 2**

**Self-Administration of Medication**

**Contact Information**

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>Daytime Tel:</th>
<th>Relationship to student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I would like my son/daughter to keep his/her medication on him/her for use as necessary and

I confirm that s/he may administer his/her own medicine

☐

or

I confirm that s/he may administer his/her own medicine but will require supervision

☐

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

*Please be aware that school must be informed of any changes*

*Ring and speak to our First Aid Officer or email medical@bingleygrammar.org*