



	Date Adopted	Review Date
Policy	Aut 2021	Aut 2024
Procedure		
Information		

Administration of Medication Policy

At Bryncethin Primary School the administration of medication follows the guidance set out in Access to Education and Support for Children and Young People with Medical Needs. Guidance WAG Circular No. 003/2010 May 2010

Many children will need to take medication at school at some time in their lives. Mostly will be for short periods of time e.g. to finish a course of antibiotics. To allow them to do this will minimise the time they need to be off school. Medication should only be taken to school when essential.

There is no legal or contractual duty on staff to administer medicine or supervise them taking it. However, if a child requires medical assistance then staff will act accordingly. Any person caring for children have a common law duty of care to act like any reasonably prudent parent in making sure that children are healthy and safe. Teachers who have children with medical needs in their class should understand the nature of the condition and when and where they may need extra support. Named staff are agreed for each child through the Head Teacher. Arrangements will be made for back up cover when the staff responsible is absent or unavailable.

Parents are made aware of this policy through the website. At Bryncethin Primary we promote high attendance however; a child should be kept home when they are acutely unwell.

Children who have long term illness will have a Health Care Plan (HCP), created in consultation with parents, the ALNCo, the class teacher and relevant teaching assistants and medical representatives (when appropriate). Where there are concerns about whether the school can meet the needs of the child, or where the parents' expectations appear unreasonable, the Head Teacher will seek advice from the school nurse, the child's GP and the Local Authority. Children with complex medical needs will likely mean that the staff who volunteer will need specialist training and/or members of support staff may be allocated by access and inclusion.

Training in the administration of medication is arranged when needed e.g. epipen training, epilepsy, by access and inclusion. Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child will need to familiarise themselves with the possible side effects of the medicines and inform the Head Teacher if in the unlikely event the symptoms occur. The Head Teacher will seek medical advice and contact the parent.

Confirmation of any training is kept in the Safeguarding file. The ALNCo is responsible for ensuring information about a child's medical needs is shared with the appropriate staff. We will do our very best to ensure that we have sufficient support staff who are employed and appropriately trained to manage medicines as part of their duties.

Children with medical needs have the same rights of admission to school as others, and cannot generally be excluded from school for medical reasons. In certain circumstances e.g. where there is a risk to health and safety of staff or other children in relation to notifiable infections, they can be removed from school for medical reasons.

Regulations set out by the Welsh Government require that parents give their consent to medicines being given to their child and as a school we keep a copy of these records in the child's personal file and in the Clerk's Office.

Medicines should only be taken to school when essential, that is where it would be detrimental to a child's health if the medicine were not administered during the school day. If it is possible for the medication to be given outside of the school day then parents are encouraged to do so. We will only accept medicines that have been prescribed by a medical practitioner or pharmacist. Medicines will only be accepted if it is in the original container and includes the prescriber's instructions for administration. We will not accept medicines that are not in the original containers nor make changes to the dosages on parental instructions, unless agreed previously with parents and noted in the child's Health Care Plan, should the Head Teacher have concerns regarding any changes to the medication, they will seek advice from a health practitioner.

We will keep the medication in a locked, non-portable container, or the Clerk's¹ office fridge for antibiotics. Children who are asthmatic are permitted to keep their inhalers on their person, however, should staff feel that the children are being reckless with the inhalers then they will be stored in the class room in a storage box. All medication, including inhalers MUST be clearly labelled with the child's name and date of expiry. A list of pupils' medicines and expiry dates will be kept in the Clerk's office² and checked every half term, parents are then requested to collect expired medication and replace as necessary (this can be returned to the dispensing pharmacist).

Staff will NEVER give a non-prescribed medicine to a child unless there is specific prior written permission from the parents, which is confirmed by a GP. If a child suffers from frequent or acute pain the parents should refer the matter to the child's GP.

A child under 16 should never be given aspirin unless prescribed.

We encourage children to take responsibility for the management of their medicines from a young age, where appropriate, this will be in agreement with the parents. If a child can take the medication themselves then staff may only need to supervise. The parents will need to give consent through the completion of a consent form.

Any member of staff giving medicines to a child should check:

- Their name and date of birth
- Written instructions
- Prescribed dosage
- Expiry date

- Possible side effects

If in doubt the member of staff should check with the Headteacher, who will confirm with the parent or health practitioner. Staff who administer/ supervise medication will sign a record sheet for confirmation. Every effort will be made to provide a quiet, private area for children when giving and receiving medicines.

Should a child refuse medication then this will be recorded and reported immediately to the parent, the child WILL NOT be forced to take the medication.

¹ Please refer to the Coronavirus addendum for an alteration to this policy.
Antibiotics will be kept in a medication fridge in the staffroom.

² Class

Parents need to inform the school in writing about any changes to the child's medication, however this will need to be confirmed with the child's GP if deemed necessary. All administration of medication forms need to be completed in full before a member of staff will consent to administer or supervise.

We have a confidentiality policy and strive to ensure that every child's right to privacy is respected. Staff are aware of this and understand the circumstances in which medical information may be shared.

Precautions will be taken to ensure that medicines are stored in a safe, secure place in order to reduce the risks to others. Large volumes of medicines will not be stored. And we only accept medication that is prescribed for the individual child. Medicines are stored in accordance with product instructions. Staff should ensure that all medication is clearly labelled with the child's name, the name and dose of the medicine and the frequency of administration.

The children are made aware of the location of their medication. All medication such as asthma inhalers, epipens should be readily available to children and not locked away. All children have immediate access to their medication when required.

School will not dispose of medicines, parents are responsible for ensuring that date – expired medicines are returned to a pharmacy for safe disposal. If parents do not collect medicines then they will be taken to a local pharmacy for safe disposal.

Sharp boxes will always be used for the disposal of needles. These should be provided by the parent on prescription from the GP. Collection and disposal of the boxes is arranged through the Local Authority environmental services.

All staff will follow normal precautions for avoiding infection and must follow basic hygiene procedures. There is access to gloves and medical resources and the staff receive training in dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

Some school staff may be understandably reluctant to volunteer to administer intimate or invasive treatment because of the nature of the treatment, or fears of accusations of abuse. We have an intimate care policy at school to address such issues, however, we do respect such concerns and we will not pressure staff to assist in treatment unless they are entirely willing. We ensure that there is always two members of staff present for the administration of intimate or invasive treatment and staff will always protect the dignity of the child as far as possible even in emergencies.

This policy will be reviewed annually and should be read in conjunction with our intimate care policy and Education of children with medical needs policy.

Request for child to carry his/her own medicine

This form must be completed by the parent/ guardian.

If staff have any concerns discuss this request with the school nurse

Child's Name	
Year Group	
Address	
Name of medicine	
Procedures to be taken in an emergency	

Contact information

Name	
Phone number/s	
Relationship to child	

I would like my child _____ to keep his/her medicine on him/her for use as necessary. I understand that should my child act irresponsibly with this medication then the school will contact me immediately and this arrangement could be stopped.

Signed _____

Date ____/____/____

Parental Agreement for the Administration of Medicine

Bryncethin Primary School will not give your child medicine unless you complete and sign this form, the school has a policy that staff can administer medicine on a voluntary basis.

Child's Name:

Year Group/ Class:

Name and strength of the medicine:

Expiry date:

Dosage:

When to be given:

Any other Instructions:

Number of tablets/ quantity to be given to school

Note: Medicines must be in the original container as dispensed by the pharmacy

Day time phone number of parent:

Name and phone number of GP:

Agreed review date to be initiated by Mr R Bailey (Headteacher).

I understand that I must deliver the medicine personally to the School Clerk or Mr R Bailey. I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing. I give consent to the school staff to administer the medicine in accordance with the school policy.

Name:

Date:

Signed by Chair of Governors:

Date:

Coronavirus Addendum

Prescribed medication

The administering of medication is a voluntary role that staff may choose to undertake, this is outlined in our policy.

- Where a parent/carer has exhausted all other ways of administering a prescribed medication during the ongoing Coronavirus situation staff have reviewed the administration of Medication Policy and the following changes have been agreed:
- Parents/carers are asked to inform the school if they have exhausted all other options and must complete the documentation outlined in the Administration of Medication Policy.
- Only medication prescribed by a medical professional will be administered by staff who are happy to do so.
- Antibiotics or other medication which is brought in from home will be stored in a shared fridge, in the main staff room, and may be stored next to another child's medication.
- Staff will administer the medication as close to the middle of the day as possible, however the time will need to be within the normal lunchtime period as staff are unable to leave their class unattended.
- Prescribed medication, in its labelled pharmacy issued container, must be handed to the class teacher at the start of the school day and collected from the class teacher at the end of the day.
- Children must take the medication themselves, where possible (age appropriate) and this will be supervised by staff.
- Spoons will be returned in their used state and medication must be brought in a bag to enable this.