

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

It is important to note:

- there may be occasions where school staff may be asked to administer medication, but they cannot be directed to do so;
- the administration of medication to children remains the responsibility of the parent or those with parental responsibility;
- medication should only be taken to school when absolutely essential and with the agreement of the Principal;
- parents should be encouraged to request, where possible, that medication be prescribed in dose frequencies which enable it to be taken outside school hours e.g. medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime;
- schools should be alerted to the particular risk for young persons in taking Aspirin and Ibuprofen and should not routinely administer these unless under clear medical guidance.

1.5.1 The Board of Governors and staff of Holy Cross College wish to ensure that pupils with medication needs receive appropriate care and support at school. The principal will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

1.5.2 Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.

1.5.3 Prescribed medication will not be accepted in school without complete written and signed instructions from parents.

1.5.4 Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parent.

1.5.5 Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

1.5.6 Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

1.5.7 Each Item of medication must be delivered to Georgina Mc Gonagle School Nurse, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.** Each item of medication must be labelled with the following information.

- Pupil's Name.
- Name of medication.
- Dosage.
- Frequency of administration
- Date of dispensing.
- Storage requirements (if important)
- Expiry date.

The school will not accept items of medication in unlabelled containers.

1.5.8 Medication will be kept in a secure place, out of reach of pupils.

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

1.5.9 The school will keep records, which they will have available for parents.

1.5.10 If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

1.5.11 It is the responsibility of parents to notify the school in writing if the pupils need for medication has ceased.

1.5.12 It is the parent's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

- 1.5.12 The school will not make changes to dosages on parental instructions.
- 1.5.13 School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent 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.
- 1.5.14 For each pupil with long term or complex medication needs, the Principal, will ensure that a Medication Plan and Protocol is draw up, in conjunction with the appropriate health professionals.
- 1.5.15 Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.
- 1.5.16 Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
- 1.5.17 The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.
- 1.5.18 All staff will be made aware of the procedures to be followed in the event of an emergency.
- 1.6.17 Pupils must have access to their medicine when required. They should know where their own medication is kept and who holds the key.
- 1.6.18 Some medicines, such as inhalers for asthma, must be readily available to pupils and should not be locked away. Many schools allow pupils to carry their own inhalers. If a pupil is likely to suffer a severe allergic reaction, the pupil may be old enough to carry his or her own medication (e.g. EpiPen/Anapen) but if not suitable, safe, yet accessible place for storage should be found. Other medicines should generally be kept in a secure place not accessible to pupils.

Addendum to supporting pupils with medication needs

The purpose of this addendum to Supporting Pupils with Medication Needs is to notify schools that from 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allows primary and secondary schools in the UK to keep a salbutamol inhaler for use in emergencies.

The change in legislation will allow an emergency salbutamol inhaler to be used if the pupil's prescribed inhaler are not available (for example, because they are broken or empty) and will broaden the choices open to schools as part of the pupil's wider asthma management plan.

In Supporting Pupils with Medication Needs, the protocol should include the following

- Arrangements for the supply, storage, care and disposal of the inhaler and spacers in line with the schools policy on supporting pupils with medication needs.
- Keeping a copy of the asthma register with the emergency inhaler.
- Having written parental consent for use of the emergency inhaler included as part of a child's medication plan.
- Ensuring that the emergency inhaler is only used by children with asthma with written parental consent for its use.
- Appropriate support and training for staff in the use of the emergency inhaler in line with the schools wider policy on supporting pupils with medication needs. (See Asthma Policy).
- Keeping a record of use of the emergency inhaler and informing parents or carers that their child has used the emergency inhaler.

Consent Form:

USE OF EMERGENCY SALBUTAMOL INHALER

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler,
Yes / No

2. My child has a working , in-date inhaler, clearly labelled with their name, which they will
bring with them to school every day, Yes / No

3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available
or are unusable, I consent for my child to receive salbutamol from an emergency inhaler held
by the school for such emergencies, Yes / No

Signed:-----Date-----

Name (Print)-----

Child's name-----Class-----

Parent's address and contact details:

Telephone:-----

E-mail:-----

EMERGENCY SALBUTAMOL INHALER USE

Child's name:-----

Class:-----

Date:-----

Dear-----

This letter is to formally notify you that-----has had problems with his/her breathing today at -----o'clock. This happened when-----

A member of staff helped them to use their asthma inhaler Yes / No

The pupil was able to use their own asthma inhaler Yes / No

The inhaler used was

Pupil's own prescribed inhaler-----

Pupil's own prescribed spare inhaler-----

School's emergency inhaler-----

Number of puffs given-----