



Ysgol Uwchradd Y Frenhines Elisabeth
Queen Elizabeth High School

ADMINISTRATION OF MEDICINES IN SCHOOL

Introduction

When the School is asked to administer a prescribed medicine or treatment to a pupil, and the Headteacher agrees, then appropriate procedures are to be followed.

Staff recognise that they have a professional duty to safeguard the health and safety of pupils. They are aware of their common law duty to act as any reasonably prudent parent would to make sure that pupils are healthy and safe on school premises. This might under exceptional cases necessitate the administering of medicine and/or taking action in an emergency. This duty also extends to teachers leading activities such as educational visits, school outings or field trips.

Parents' role

Parents are encouraged to provide the school with full information about their child's medical needs. They should reach agreement on the school's role in helping with their child's medical needs. Parents are responsible for letting the school know of any changes to the prescription or the support needed.

It is helpful, if whenever possible, medicines can be prescribed in dose frequencies which enable them to be taken outside school hours. Parents are encouraged to ask the prescribing doctor/dentist about this.

The responsibility for the disposal of medicines is the parents and they should collect medicines held at school at the end of each term.

Parents are to complete the form: *'Request for School to Administer Medication'*.

Non-Prescribed medicine

School staff should generally NOT give non-prescribed medication to pupils. If a pupil suffers regularly from an acute pain, such as migraine, the parents should authorise a supply of appropriate painkillers for the child's use, with written instructions about when the child should take the medication. The forms: *'Request for pupils to carry their medicine'* and *'Request for School to Administer Medication'* must be completed.

Procedures for the administration of medicines

NO pupil under 16 will be given medication without his or her parent's written consent.

Pupils who can be trusted and are very responsible will be allowed to manage their own medication. The following form must be completed – *'Request for pupils to carry their medicines'*.

In other cases, all medicines will be kept with the authorised member of staff. The member of staff giving medicine to a pupil will check:

- Pupil's name.
- Written instructions provided by parents or doctor.
- Prescribed dose.
- Expiry date.
- Complete the record card – *'Record of medication administered in school'*.
- If in doubt about any of the procedures, staff will check with parents or health professionals before taking further action.

Emergency procedures:

Staff noting a deterioration in a pupil's health over time should inform the Health Adviser/senior member of staff who will let parents know.

A pupil taken to hospital in an emergency will be accompanied by a member of staff who will remain until the pupil's parents arrive.

Storage:

Medication should only be brought to school when absolutely essential.

Medicines, if necessary, will be kept with the authorised member of staff.

Large volumes of medication will not be stored. Whenever possible the pupil should bring the required dose daily.

The responsibility for the disposal of medicines is the parents and they should collect medicines held at the school at the end of each term.

Health Care Plan

Occasionally, some pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs.

Parents will be invited to school for interview with the Health Adviser who will identify the level of support needed and draw up an individual health care plan. Each plan will contain definite levels of help according to the needs of the individual pupils.

Staff Training

A health care plan may reveal the need for some staff to have further information about a medical condition or specific training in administering a particular type of medication or in dealing with emergencies. Staff will receive appropriate training from the School's Health Adviser or her nominee.

Intimate or Invasive Treatment

Staff will not be expected to administer this type of medication. Should a pupil's health deteriorate sufficiently to require such treatment then the appropriate emergency procedure will be actioned.

Confidentiality

School staff will treat medical information confidentially.

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