

Department of Corporate Services
Human Resources

Innovative Solutions Together

Administration of Medication

Guidance on supporting children with Medical needs in schools including Special School Settings

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(working in partnership with colleagues in S.E.N. at Bradford Education)



Administration of Medication

Introduction

Relationship to Bradford Inclusion Strategy

The Inclusion Strategy adopted in Bradford prioritises action to promote and support the Presence, Participation and Achievement of all children and young people in the district's schools and educational settings.

In order to ensure that all children enjoy the fullest access to the life of the school community, and that the needs of those who are vulnerable to under-achievement are fully recognised, the Inclusion Strategy is driving policy development to ensure that best practice is shared and adopted across the district.

This guidance is promoted to headteachers, governing bodies, staff associations, parents' groups and pupil councils, in order to support consensus building and decision making at school level.

This guidance document has been produced to help schools to support pupils with medical needs who may require medication to be administered during the school day and where the medication is required to be administered more than 3 times per day. The guidance and policies are based on the DCSF guidance 'Supporting pupils with Medical Needs' as well as current guidance from the DCSF website. Schools should be familiar with this guidance.

Schools should be aware also of the wider context of the extension of the Disability and Discrimination Act 1995 to include educational settings, as well as the good practice guide produced by the DCSF entitled 'Health and Safety of Pupils on Educational Visits'.

Whilst all staff have a duty to take reasonable care for the health and safety of pupils in school (including the oversight and management of the pupils' care plan/care package which must be up-to-date and received on time) *there is no contractual obligation for teachers to administer medication*. Where teachers do agree to participate in this duty it should be recognised that these duties are a voluntary action. Such teachers should consult their trade union before entering into such an agreement.

It is important for schools to have in place policies and procedures on the administration of medicines and on support for pupils with medical needs and all staff should be made aware of these policies and procedures.

These policies and procedures also cover storage of medicines. These procedures should detail the action to be followed in the case of a medical emergency. Staff having day-to-day responsibility for individual pupils who have particular medical needs will need to be made aware of the health care plan for that pupil and the likelihood of an emergency arising in relation to that pupil and the action to take if one occurs.

Provided staff act in accordance with the school's policies and procedures they will normally be fully covered by the LEA's (or governing body's) public liability insurance. These procedures make it clear that only authorised and appropriately trained staff can administer medication to pupils or supervise the self-administration of medicine by pupils. In general, the consequences of not taking action are likely to be more serious than those of trying to assist in an emergency.

Administration of Medication in schools

The following points should be taken into account when writing a policy on administration of medication in schools:

- **Authorised persons** The Headteacher is responsible for the operation of the policy on the administration of medication in the school. The Headteacher can in turn authorise a member of staff to be responsible for the administration of medication for a particular pupil (or pupils) and this member of staff would then become an 'Authorised Person'. The member of staff taking on this role does so voluntarily and then only when they have received appropriate information and training.
- **Information for Parents** Reference to the school policy on the administration of medication should be included in the home school agreement and a full copy should be available to parents on request.
- **Medication** Medication can only normally be accepted in school where it has been prescribed by a doctor or other medical professional. Aspirin will not be permitted or administered unless there is written authorisation from a medical professional for this to be administered.
- Medication provided in a secure and labelled container can only be administered to pupils where parents **provide** such medication to the school and parents must specifically **request in writing** that the school administers it.
- Parents must also specify in advance at what times/intervals and what dose of the non-prescription medicine is to be given. It must never be left for staff to diagnose or decide where and when the medication is required or administered. .
- Medication will not be accepted without a written parental request and clear 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 make the request. The Headteacher 's agreement to the administration of any medication must be sought.
- **Storage of medicines** All medicines should be stored in a locked medicine cabinet when on school premises, with the exception of medicines such as inhalers, where it is important for pupils to carry them at all times. The school will need to identify here where the cabinet is located, who will have access to it etc. Advice on storing medication is contained in paragraph 65-69 of The Good Practice Guide Supporting Pupils with Medical Needs which schools are advised to consider in drawing up their own school policy.
- **Self Administration** Wherever possible pupils should be encouraged to self administer medication unless they are deemed too young or unable to do so. Guidance from health colleagues may need to be sought in making this decision.
- **Training** Appropriate training for any members of staff undertaking the administration of medications is essential and advice and information from health colleagues must, again be sought.

- **Information** Information and guidance on health related issues can be obtained from the school nurse. Where pupils require medication to be administered schools should seek a view from the Nursing Service as to whether there are alternative approaches to the administration of medication as well as to seek clarification from the Nursing Service of the care plan which is prepared for school staff undertaking the pupils' care.
- **Emergencies** – the procedures should identify action to be taken in emergencies.
- **Visits** – The policy should highlight that schools will need to consider whether additional arrangements/safety measures will need to be put into place when planning school visits.

SUPPORTING CHILDREN WITH MEDICAL NEEDS IN SCHOOL
The Administration of Medicines in School



Wibsey Primary School

Parental Agreement for school to administer medicine

Following Health and Safety guidelines from Education Bradford the school will not give your child any medication unless you complete and sign this request form and the Headteacher has confirmed that school staff have agreed to administer the medication and, where necessary have received appropriate training.

Please complete both sides of this document, thank you.

DETAILS OF PUPIL

Surname		
Forename(s)	Class	
Condition or illness		
Medication		
Name/type of medication (as described on container)		
For how long will your child take this medication?		
Date dispensed		
Full directions for use		
Dosage and amount (as per instructions on container)		
Method		
Timing		
Special storage instructions (explain if medicine should remain in school or return home daily)		

Special precautions	
Side effects	
Self administration	
Procedures to take in an emergency	
CONTACT DETAILS	
Name	
Daytime Telephone No	
Relationship to Pupil	
Address	
<p>I understand that I must deliver the medication personally to the school office and collected it (if applicable) and I request that authorised staff administer the above medication to my child. I accept that this is a service which the school is not obliged to undertake.</p> <p>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.</p> <p>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.</p> <p>I understand that I must notify the school of any changes in writing.</p> <p>I will telephone the school 15 minutes before my child needs his/her medication.</p>	
Signature	Date
FULL NAME OF PARENT/CARER (IN CAPITALS)	
Signature of Headteacher	Date

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.

OFFICE USE:

Medication received by _____ Date _____

Entered into SIMS by _____ Date _____

SUPPORTING CHILDREN WITH MEDICAL NEEDS IN SCHOOL
The Administration of Medicines in School

For parents/carers to complete for pupils who require several medications

Pupil's name:

Pupil's date of Birth:

I confirm that the combined medications listed below have been administered to my child without any adverse effect and that approval has been obtained from a medical practitioner for their combined administration.

SignedDated.....

Relationship to child.....

Date Information Supplied	Name of Medication	Type	Dose	When Given	Method of Administration	Start Date (as applicable)	End Date (as applicable)	Special Precautions

Please add any other relevant information below (continue overleaf if necessary):



SUPPORTING CHILDREN WITH MEDICAL NEEDS IN SCHOOL
The Administration of Medicines in School

CONFIRMATION OF THE HEADTEACHER'S AGREEMENT TO REQUEST TO ADMINISTER MEDICATION

ADMINISTRATION OF MEDICINES IN SCHOOL FOLLOWING HEALTH AND SAFETY GUIDELINES FROM BRADFORD EDUCATION.

Dear

I agree that _____ will receive the medication as requested, and as instructed with regard to dosage and frequency as outlined on the request form.

_____ will be supervised whilst he/she takes their medication by a school first aider (wherever possible). This arrangement will continue for the period of time as outlined on the request form.

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

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

The school will not accept medication which is in unlabelled containers.

You have already supplied to us the information in the attached form giving details of your child's medication.

Where your child requires several medications you have confirmed that the combined medication has been administered to your child without any adverse effect and that approval has been obtained from a medical practitioner for their combined administration.

Can I remind you that it is your responsibility to ensure the school is informed in writing of any changes in your child's medication. The school should also be informed of any other circumstances that may affect the administration of medicine or your child's reaction to that medicine.

Signed:(Headteacher)

SUPPORTING CHILDREN WITH MEDICAL NEEDS IN SCHOOL
The Administration of Medicines in School

REQUEST FOR PUPIL TO CARRY AND ADMINISTER OWN MEDICATION
Following Health and Safety guidelines from Bradford Education

This form must be completed by parents/carers.

Pupil's Name: Class/Form:

Address:

.....Date of Birth.....

Condition or Illness:

.....

.....

Name of medication:

Procedures to be taken in an emergency:

.....

.....

.....

CONTACT INFORMATION

Name:

Daytime Telephone No:

Relationship to child:

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:

Full Name (in capitals)

Relationship to child:

SUPPORTING CHILDREN WITH MEDICAL NEEDS IN SCHOOL
The Administration of Medicines in School

STAFF TRAINING RECORD – ADMINISTRATION OF MEDICINE

Name:

.....

Type of training received and medication covered:

.....

Date training completed:

Training provided by:

I confirm that has received the training detailed above and is competent to carry out any necessary administration of medication.

Trainer's signature: Date:

Suggested Review Date:

I confirm that I have received the training detailed above

Staff signature: Date:

Headteacher's signature: Date:

Model Policy for Administration of Medication in Schools

Wibsey Primary School

- The Governors and staff of Wibsey Primary 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.
- The Headteacher will accept responsibility 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.
- Medication can only normally be accepted in school where it has been prescribed by a doctor or other medical professional.
- Medication provided in a secure and labelled container can only be administered to pupils where parents **provide** such medication to the school and parents must specifically **request in writing** that the school administers it.
- The requirements in the policy as to requests, consent, provision of information, labelling, etc, of prescription medicines also apply to non-prescription medicines.
- Medication will not be accepted without a written parental request and clear 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 make the request. The Headteacher's agreement to the administration of any medication must be sought.
- The Headteacher 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 Headteacher should seek advice from the school nurse or doctor, the child's GP or other medical adviser.
- Each item of medication must be delivered in its original container and handed directly to the Headteacher or person authorised by the Headteacher. 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
Pupil's date of birth
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. The Headteacher must approve pupils carrying and administering their own medicine. In deciding whether to permit this the Headteacher will take into account the nature of the medication, the age of the pupil and the safety of other pupils.
 - Where pupils require medication to be administered schools should seek a view from the Nursing Service as to whether there are alternative approaches to the administration of medication as well as to seek clarification from the Nursing Service of the care plan which is prepared for school staff undertaking the pupils' care
 - Staff who volunteer to assist in the administration of medication must receive appropriate training/guidance identified by the Headteacher in liaison with Health professionals.
 - The Headteacher or his/her representative 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. Parents/carers should also inform the school of any other circumstances that may affect the administration of medication or of the child's reaction to the medication. (Schools should consider having procedures requiring parents at regular intervals – termly/annually – to confirm that the information currently held by the school is correct.)
 - The procedures to be followed to implement this Policy are set out in the Procedures below and the appendices.
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Administration of Medication in Schools

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 a standard form which records the request of the parent to the administration of medication which should be updated regularly – **Appendix 1**. A signed copy of this form should be kept in an accessible place near to the medicine, a copy on the pupil's file and a copy given to parents.
 - 2 There is an additional form to be completed by parents where pupils require several medications – **Appendix 2**. Parents should also sign this form to confirm that the combined medications have been administered to the pupils without any adverse effect and that approval has been obtained for their combined administration from a medical practitioner.
 - 3 If the Headteacher agrees s/he will confirm in writing to the parent that a named member of staff (authorised by the Headteacher) will administer medicine to the pupil. The named member of staff will also confirm in writing that they will supervise the pupil whilst they take their medication – **Appendix 3**.
 - 4 Medication can only be administered to pupils where parents **provide** such medication to the school and parents must specifically **request in writing** that the school administers it.
 - 5 All items of medication should be delivered to a named member of school staff by parents, carers or escorts employed by the authority. The name of that member of staff must be recorded on **Appendix 1**.
 - 6 Where a parent of a child under 16 requests that the pupil carries and administers his/her medication they should complete **Appendix 4**. The Headteacher will decide whether to grant this request taking into account the pupil's age, understanding, the nature of the medication and the safety of other pupils. If s/he decides to approve this arrangement **Appendix 3** must be completed and returned to the parent(s).
 - 7 In all other cases parents should be notified in writing that all medication should be delivered to school directly into the keeping of either the Headteacher or authorised person in a secure and labelled container as originally dispensed.
 - 8 Each container should be clearly labelled with the following:
 - Name of medication
 - Pupil's name
 - Pupil's date of birth
 - Dosage
 - Dosage frequency
 - Date of dispensing
 - Storage requirements (if applicable)
 - 9 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.
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- 10 Unless otherwise indicated, all medication to be administered will be kept in a locked medicine cabinet (*the school will need to identify here where the cabinet is located, who will have access to it etc.*). Advice on storing medication is contained in paragraphs 65-69 of the Good Practice Guide “Supporting Pupils with Medical Needs” which schools are advised to consider in drawing up their own school policy and procedures.

Documentation

Appendix 1	Request Form and Instructions
Appendix 2	Additional Form where several medications are required
Appendix 3	Confirmation to parents of Headteacher’s agreement
Appendix 4	Request for pupil to carry and administer own medication
Appendix 5	Record of Medication Given
Appendix 6	Staff Training Record