

# **St. John Chrysostom Federation**



## **Administration of Medication and First Aid at School Policy**

### **Introduction:**

2. There are an increasing number of children attending mainstream schools with medical conditions. Schools, acting in loco parentis, have a duty to take reasonable care of children which includes the possibility of having to administer medicines and/or prescribed drugs. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

### **Management and Organisation:**

3. Where medicines are to be administered in school, it is essential that safe procedures which are acceptable to the school staff involved are established. It is essential that clear written instructions are supplied by parents when requesting that medication be administered to their child. Parents should always complete a form\* (available from the school office) giving the child's name and class, clear instructions on the dose to be administered to the child, the time to be given and for what period. Medication must be in its original packaging and include the prescriber's instructions. Only the prescribed/recommended dose will be administered, this cannot be changed unless written instructions are given from a medical professional. The form should be signed by the parent or guardian and retained in the school office for reference.
4. In cases where the child's medical needs may be greater than those of their peers, the Head of School may request that an individual healthcare plan be prepared. The school and parents will write the plan together, taking into account any available medical advice. The plan will also clarify the extent of responsibility to be taken by the school.
5. The Head of School will be responsible for managing the administration of medicines and drugs with the agreement of named members of staff. Staff should be able to act safely and promptly in an emergency situation, as well as with the routine administration of medicines.
6. Members of staff will be asked to volunteer to be involved in the administration of medication. Only those members of staff who have current First Aid qualifications will be required to act in an emergency.
7. It is the responsibility of the Head of School to ensure that new members of staff receive appropriate training.
8. Parents and staff should be kept informed of the school's arrangements for the administration of medicines and drugs and will be informed of any changes in these procedures. A record should be kept of all the medicines and drugs administered by members of staff; i.e., in the Medication Record File. All medication administered must be recorded and witnessed by another member of staff.

9. \*Where parents are unable to complete a written form (e.g. where there is language or literacy difficulties), the federation will seek to make reasonable adjustments which will allow the parent to communicate all necessary information effectively.

**Members of staff available for administering prescription medicines and drugs:**

Louise Burke (St Chrysostom`s)

Stacey Fox (St John`s)

Adzrini Ismail (Federation)

Nubla Khawaja (Federation)

**Advice on Medication:**

10. Children recovering from a short-term illness/infection who are clearly unwell should not be in school and the Head of School can request that parents or carers keep the pupil at home if necessary. If the parent or carer requests that the school administer prescribed medication, the Head of School will allow this on the condition that the 'Permission to Dispense Medication' form is completed and signed by the parent. If the instructions have not been given in writing, it will not be possible for the school to accept responsibility for administering the medication. Only in exceptional circumstances may a telephone call be made to the parent/carer to obtain verbal consent. A record will be kept in the medicine record file. A telephone permission slip will also be completed by the member of staff.
11. In the case of chronic illness or disability; e.g., asthma, diabetes, syndromes such as ADHD etc., pupils may need to take prescribed drugs or medicines on a regular basis during school hours in order to lead a normal life within a mainstream school setting. Only those members of staff already named should administer the medication and a record should be kept. Parents are invited to attend to the pupil in school hours in they prefer.

**School Trips:**

12. The school's inclusion policy makes it clear that all pupils should be encouraged to take part in school trips wherever safety permits. It may be that the school would need to allow for additional safety measures for outdoor visits; and staff supervising outings must be aware of any medical needs of pupils and of the relevant emergency procedures. An additional adult (or parent) may need to accompany a child on visits where particular risks are identified.

**Taking Medication on School Trips**

13. It may be necessary for pupils to take medication with them on a school trip; e.g., EpiPen, inhalers or epilepsy medication. This medication must be logged in and out of school. It may also be necessary to take copies of any relevant care plans in case of emergency. Emergency medication must be taken on all trips. In this case medication should be given to the paramedics to administer when necessary.

### **Inhalers for Asthma:**

14. The Head of School has agreed that where appropriate (Key Stage 2) pupils should assume responsibility for their own inhalers. Spare, individually named inhalers can be kept in the school office, but parents should complete the school's 'Permission to Dispense' form. It is the responsibility of the parent to ensure that inhalers are renewed and that the medication has not exceeded its expiry date. All inhalers should be collected at the end of the school year. The school can supervise the inhaler use of Early Years and Key Stage 1 children. The inhaler should be given to the class teacher and written instructions given. As with other medication, all inhalers should be regularly renewed and collected at the end of the school year.

### **Antibiotics:**

15. Pupils who are prescribed antibiotics can often recover quickly and may well be fit enough to return to school before finishing the full course of antibiotics. It is essential that the full course of medication is completed. In this case, the Head of School is willing for named staff to administer the antibiotics supplied by the parent or carer, if the child needs to take the medication four times a day or more. A 'Permission to Dispense' form should always be completed giving full instructions for administration of the medicine. It is the responsibility of the parent to ensure that the medication is collected each day and is not out of date.

### **Diabetes**

16. The school will monitor pupils with diabetes in accordance with their care plans. Blood sugar results will be recorded daily and noted accordingly. Pupils with diabetes must not be left unattended if feeling unwell, or sent to the office unaccompanied. Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents/carers from the child's GP or paediatrician and returned to the parents/carers when full.

### **Maintenance Drugs**

17. A child may be on daily medication for a condition that requires a dose of medication during the school day. As with all other medicines, a form should be completed, giving clear instructions to staff at the school. A record of all medicine administered will be kept.

### **Nut Allergies/Anaphylaxis Procedures**

18. Medication for the treatment of nut allergies will be kept in easily identifiable containers in the school office or individual classrooms. Each container should be clearly labelled with the child's name and class.

## **Emergency Procedures**

19. In an emergency, the school will call an ambulance and contact the parents. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. Staff should never take children to hospital in their own car - it is safer to call an ambulance. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives.
20. In all cases, administration of medication and/or treatment of a pupil will be at the discretion of the Head of School and Governors of the school. However, ultimate responsibility remains with the parents/carers.

## **Hygiene and Infection Control**

21. All staff should be familiar with normal precautions for avoiding infection and should follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with blood or other bodily fluids, and disposing of dressings or equipment.

## **Storage of Medication**

22. All medication must be stored in the designated medication areas i.e. the secure medication cupboard in the school office or the office fridge (depending on prescriber's instructions.) The key to the medication cupboard will be kept in the office key cupboard. Epipens and Inhalers should be readily available and not locked away (on top of medication cupboard in school office.) Some children have Epipen/Inhalers in their classrooms in accordance with recommendations included in their care plans.

## **Disposal of Medicines**

23. Staff should not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal.

## **Summary of Procedure to Dispense Medication**

24. 'Permission to dispense' medication form must be completed by the parent / carer.
25. Medicine must be in original packaging and clearly marked with name of child, child's class and dose to be administered.
26. Recommended / prescribed dose will not be exceeded without written permission from a medical professional.
27. All medication given must be recorded and witnessed in the 'Medication Record' File.
28. It will be the parent / carers responsibility to collect medication at the end of each school day where necessary.

29. Medication being taken out of school on trips or visits must be logged in and out with the school office. That staff member will then assume responsibility for the medicine.

Date agreed:	September 2023
Date for review:	September 2025
This document is referenced in statutory guidance	