



Pontypridd High School

Administration of Medication Policy

March 2020

*'Learning and achieving together'
'Dysgu a chyflawni gyda'n gilydd'*

Administration of Medication Policy

Date of policy:	March 2020
Adopted:	March 2013 Reviewed 12 th October 2015, Premises Committee Reviewed 8 th February 2018, Premises Committee Reviewed 10 th March 2020, Premises Committee
To be reviewed:	Spring 2023
Member of staff responsible:	Health and Safety Officer
Committee Responsible:	Premises

Contents

1. Introduction	Page 2
2. Short Term Medical Needs	Page 2
3. Long Term Medical Needs	Page 2
4. Self-management	Page 2
5. Administration of Medication	Page 3
6. Supply of medication or devices	Page 4
7. Storage, access and disposal	Page 4
8. School Visits	Page 4
9. Sporting Activities	Page 6
10. Illness in School – Procedure	Page 6

1. Introduction

Our aim is to ensure that pupils with medical needs receive proper care and support at school and to enable pupils, parents and staff to feel confident that the pupil is able to integrate as far as possible into normal school life.

It is the parents' responsibility to keep a child at home when acutely unwell. It is the parents' responsibility to inform the school of any on-going medical condition or if a medical condition develops. This should be done by meeting, telephone call or in writing to the appropriate Wellbeing and Attendance Manager, who will then pass the information to Pupil Services to update records.

2. Short term medical needs

Prescribed medication should only be brought into school if it is vital that it should be taken during school hours. Where possible arrangements should be made to take medication out of school hours. Parents should discuss this matter with the prescribing doctor or dentist.

3. Long term medical needs

It is the parents' responsibility to inform the school of any ongoing medical condition and to up-date the school of any changes to the condition and/or treatment. This should be done by meeting, telephone call or in writing to the Wellbeing and Attendance Manager and where appropriate the Individual Healthcare Plan (IHP) will be amended.

Where the medical condition requires ongoing medication, regular hospital visits or may require emergency treatment, an IHP will be agreed between parents and the school. This may also require input from the GP/School Nurse as appropriate.

It is the parents' responsibility to ensure any medication kept in school is kept up-to-date and is disposed of when past its expiry date.

4. Self-management

It is good practice for pupils to manage their own medication and, where this has been agreed through an IHP, the pupils will be supervised whilst doing so.

Medication must not, for the safety of other pupils, be carried around by the pupil. Exceptions are asthma inhalers. Epipens and insulin should only be carried by the pupil only if stated in the IHP. All other medication will be kept in a secure cupboard in Pupil Services or the **Wellbeing and Standards Support** office.

5. Administration of medication

The governing body and School will ensure that the following procedures are adhered to:

- where the learner is under 16, assistance or administration of prescribed or non-prescribed medicines requires written parental consent, unless Gillick competence is recorded. The administration of all medication will be recorded;
- learners under 16 will never be given aspirin or its derivatives unless prescribed to them and an IHP has been agreed between parent and school. If painkillers are to be given, according to an IHP, the pupils will be supervised by a member of staff and parents will be notified immediately stating the dose given and the time.
- unless there is an agreed plan for the learner to self-medicate (16 years and above or Gillick competent), all medication should be administered by a member of staff. In other cases, it may need to be supervised in accordance with the IHP;
- medication should only be administered by suitably trained staff. The movement and location of these trained staff should always be in conjuncture with the learners they support;
- staff will check the maximum dosage and the amount and time of any prior dosage administered;
- certain medical procedures may require administration by an adult of the same gender as the learner, and may need to be witnessed by a second adult. The learner's thoughts and feelings regarding the number and gender of those assisting will be considered when providing intimate care. There is no requirement in law for there to be more than one person assisting. This will be agreed and reflected in the IHP and risk assessment;
- if a learner refuses their medication, staff will record this and follow their defined procedures informing parents as soon as possible. If a learner misuses any medication, their parents will be informed as soon as possible. We will ask parents to seek healthcare advice as appropriate. If parents cannot be contacted immediately, staff will consider seeking immediate healthcare advice;

6. Supply of medication or devices

The school will not store surplus medication. Parents will be asked to provide appropriate supplies of medication. These should be in their original container, labelled with the name of the learner, medicine name, dosage and frequency, and expiry date. The school will only accept prescribed medicines and devices that:

- are in date;
- have contents correctly and clearly labelled;
- are labelled with the learner's name;
- are accompanied with written instructions for administration, dosage and storage;
- are in their original container/packaging as dispensed by the pharmacist (with the exception of insulin which is generally available via an insulin pen or a pump).

Where non-prescribed medicine is held by the School e.g. liquid paracetamol, it will:

- be in date;
- have its contents correctly and clearly labelled;
- be labelled with the learner's name;
- be accompanied with written instructions for administration, dosage and storage – this can be from the parent;
- be in its original container/packaging.

7. Storage, access and disposal

While all medicines are stored safely, the type and use of the medication will determine how this takes place. Learners know where their medication is stored and how to access it. More information on storage, access and disposal of medication can be found in the School's Healthcare Needs Policy, available on the school website:

www.pontypriddhighschool.co.uk

8. School Visits

It is the parents' responsibility to complete in detail medical forms, issued by the school prior to a day/residential visit, and ensure emergency contact details are accurate.

A copy of the pupils' IHP should accompany the visit and parents should ensure staff are fully aware of any specific problems that may be encouraged on the visit.

All staff accompanying the visit should be aware of the pupils with IHPs.

If staff have further concerns regarding the pupil's safety or the safety of other pupils, they should seek advice from the parents of the school nurse/child's GP.

9. Sporting Activities

Pupils who are prescribed blue inhalers for the relief of asthma should be allowed immediate access to their medication if necessary.

Staff supervising sporting activities should be aware of relevant medical conditions and emergency procedures. A copy of any pupils IHPs will be kept in Pupil Services.

10. Illness in School – Procedure

It is the parents' responsibility to keep the child at home when acutely unwell.

Staff at school are not health professionals, but will always act in what they believe to be the best interest of the child.

If a child says she/he is unwell and is unable to carry on in the lesson, the teacher **will allow the pupil to report to Pupil Services**. Where necessary another pupil should accompany the unwell child.

Where a pupil is obviously too ill to continue the day in school, parent/carer will be notified in order that arrangements are made for the pupil to be collected.

Approved by:



Mr H Cripps, Headteacher

Mr W Davies, Chair of Governors

Date: February 2018