

St Bernadette's Catholic Primary School



Learn, Live, Believe

Administration of Medicine Policy

Reviewed: October 2023
Next Review date: October 2026

Procedure for the Administration of Medicine to Pupils

Introduction

The following procedures for the administration of medicine in St Bernadette's Primary School are made with reference to the Health Authority's guidelines on "Health Issues in School", produced by the child and adolescent Health Directorate and the Welsh Office Guide, "Supporting Pupils With Medical Needs: A Good Practice Guide".

General Statement

The school identifies there are 4 main categories when pupils may require medicines in school.

1. For those pupils who develop a short term illness that requires prescribed medicines, e.g. antibiotics.
2. For those pupils who require prescribed maintenance drugs or medicines for long term medical needs.
3. For those pupils who require prescribed maintenance drugs or medicines for long term medical needs and have a Care Plan.
4. For those pupils who require prescribed emergency medicine for anaphylaxis.

School procedures linked to the above 4 categories

- 1. For those pupils who develop a short term illness that requires prescribed medicines, e.g. antibiotics**

The school is not able to administer any medicines to pupils under this category.

It is acknowledged that from time to time children in school will not benefit from full health. In such circumstances it is expected that pupils will receive their medicines around school hours if they are well enough to still attend school. This is particularly the case when the medicine is prescribed 3 times a day.

The school recognises that sometimes pupils may be prescribed medicines 4 times a day and in these circumstances, if the pupil is in school, a parent, family member or appointed adult may administer the prescribed medicine. In these circumstances the 'Confirmation of Administering Medicine' (Form 1) must be completed before the medicine is administered. If the parent/guardian is not administering the medicine an authorising letter from the parent/guardian must be attached to Form 1.

- 2. For those pupils who require prescribed maintenance drugs or medicines for long term medical needs in exceptional circumstances and agreed with the Headteacher.**

- Before any medicines can be given:

Form 3 needs to be completed by the parents/guardians and the school if a member of staff needs to administer medicine to a pupil **or**

Form 4 needs to be completed by the parents/guardians and the school if the pupil needs to self-administer medicine e.g. inhaler

- **Form 2** must be completed when medicine is administered.
- Medication and instruction may be handed in the first instance to the child's class teacher and kept in a safe location.
- Medicines should be in their original containers and not repacked to another container.
- Containers must be clearly labelled with:
 - the child's name
 - the name of the drug
 - the dosage and method of administration.
- Liquid medication should be accompanied with a calibrated spoon i.e. 5 ml intervals.
- The school will not normally accept responsibility for giving medication which requires intimate/very personal contact with the child e.g. the application of cream or ointment which requires to be "rubbed in". In such individual cases, the matter should be discussed with the Headteacher.

3. For those pupils who require prescribed maintenance drugs or medicines for long term medical needs and have a Care Plan

Pupils who are on a Care Plan will have had their Plan agreed with the school and health advisers/doctors.

Following this:

- Before any medicines can be given, and as part of the Care Plan, **Form 3** need to be completed by the parents/guardians and the school.
- **Form 2** must be completed when medicine is administered.
- Medication and instruction may be handed in the first instance to the child's class teacher and kept in a safe location.
- Medicines should be in their original containers and not repacked to another container.
- Containers must be clearly labelled with:
 - the child's name
 - the name of the drug
 - the dosage and method of administration.

- Liquid medication should be accompanied with a calibrated spoon i.e. 5 ml intervals.
 - The school will not normally accept responsibility for giving medication which requires intimate/very personal contact with the child e.g. the application of cream or ointment which requires to be “rubbed in”. In such individual cases, the matter should be discussed with the Headteacher.
- 4. For those pupils who require prescribed emergency medicine for anaphylaxis**
- Parents/guardians must inform the school as soon as their child has been diagnosed as having anaphylaxis and a Care Plan agreed.
 - Parents/guardians must ensure that the school has an updated Epi-pen that can be administered when required.
 - Staff are trained annually by the school nurse for administering the Epi-pen, including teachers, support staff and midday supervisors.
 - The class teacher ensures the Epi-pen is taken on school trips.

Asthmatic Children

Following guidelines on the management of asthma given by the Principal School Medical Officers, the general principle in St Bernadette’s School is that children will not bring maintenance drugs to school unless they are on an agreed Care Plan but the use of “relievers” is encouraged so that children with asthma can carry on as normally as possible during the school day. It should be noted that parents/guardians need to complete a request form for this (Form 4).

Such children will need to have ease of access to their relievers which should therefore be kept in a prescribed box within each classroom/ area (each reliever being clearly named). Children are encouraged to be responsible for ensuring that their relievers are with them whilst on ‘off site’ visits. Discretion needs to be used by the class teachers according to the age of the individual child. Teachers need not but may be willing to take care of the reliever on behalf of a child. Boxes with relievers together with large volumatics will be kept in a designated area in each classroom.

Educational visits off site including residential visits

For pupils who come under Category 2, 3 or 4 in the school procedures the school will administer medicines taken on a school trip.

Pupils who come under Category 1 in the school procedures

As it will not be possible for a parent, family member, or appointed adult to administer medicine at 12.00pm if their son/daughter is on a school trip, the parent/guardian will need to consider their child’s illness and necessity for medicine when giving permission for the school trip.

Teachers should take a first aid kit on each out-of-school visit.

Cleansing of wounds

Wounds should be cleansed with clean water only. Antiseptic liquid or ointment should not be applied to any wound. A simple non-adhesive dressing or plaster can be applied if necessary, in line with the permission form completed by parents/guardians. Accidents which involve a child being cut during the school teaching day, should be sent directly to a qualified first aider. Cuts taking place at lunchtime should be cleaned in the first instance by the staff who have responsibility for the supervising of the children. All cuts should be reported to the child's respective class teacher and logged on the appropriate record sheet and photocopied to be brought to the attention of the child's parent/guardian at the end of each day by the class teacher, or earlier to the Headteacher should there be concern.

It is essential to wear gloves when dealing with blood spillage and surfaces should be washed down using a hypochlorite solution (Milton) whilst also wearing gloves.

Special Circumstances

There will be children for whom special circumstances exist in relation to their medication and how it is taken. Whilst the above procedures will generally apply, every child's needs will be considered independently in their best interests.

FORM 1



ST BERNADETTE'S CATHOLIC PRIMARY SCHOOL

CONFIRMATION OF ADMINISTRATION OF MEDICINES

Date: _____ **Time:** _____

Pupil: _____ **Year:** _____

Medicine given and dosage: _____

Reason for medication _____

Given by: _____

Relationship to pupil: _____

Signed: _____

Name: (please print) _____

If not administered by a parent - letter of authorisation attached



REQUEST FOR THE ADMINISTRATION OF MEDICATION TO A PUPIL

This form must be completed by parents/guardians.

Pupil's Name _____ Class _____

Address _____

Condition or illness and any reaction/s to be aware of

Reason for medication _____

Name of medicine _____

Expiry Date _____

Dosage _____

Procedures to be taken in an emergency

Contact Details

Name _____

Phone No. (work) _____

Relationship _____

I would like the school to administer his/her medication as recorded above

Signed _____ date _____

Relationship to child _____



REQUEST FOR PUPIL TO ADMINISTER MEDICATION

This form must be completed by parents/guardians.

Pupil's Name _____ **Class** _____

Address _____

Condition or illness and any reaction/s to be aware of

Name of medicine _____

Expiry Date _____

Procedures to be taken in an emergency

Contact Details

Name _____

Phone No. (work) _____

Relationship _____

I would like my son/daughter to administer his/her medication as necessary

Signed _____ **date** _____

Relationship to child _____