

THE GRANVILLE SCHOOL

POLICY ON ADMINISTRATION OF MEDICINES IN SCHOOL

General

The Governors recognises that occasionally pupils will at some time need to take medication at school. While parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and the Governors wish to do all that is reasonably practicable to safeguard and promote children's welfare. In order to ensure that correct procedures are followed the Governors have appointed a school medical officer: Dr Kate Lay.

Responsibilities

The Governors take responsibility for the administration of medicines during school time in accordance with the government's guidelines.

The Headmistress will implement this policy and report as required to the Governors.

Medication will normally be administered by the school secretary, or in her absence, by specially trained staff.

All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication.

Staff Indemnity

The Governors fully indemnify all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following Governors guidelines.

The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The LEA/Governors will meet any claims in these circumstances.

Guidelines

Records

On admission of the pupil to the school, all parents will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication
- emergency contact numbers
- name of family doctor/consultants and their telephone numbers
- special requirements (e.g. dietary).

At the beginning of each academic year all parents will be required to up-date the medical form.

Administration of Medication

The school expects that normally parents will administer medication to their children.

Any requests for medicine to be administered must come from a parent in writing on the school's 'Request to Administer Medication Form' and each request will be considered on an individual basis.

The Form will include

- name of parent and contact number
- name of child and class
- name of medicine
- name of doctor who prescribed it, and contact details
- how much to give
- how it should be kept and stored
- how it is to be administered
- when to be given
- any other instructions

The Form will end with the following consent statement:

The above information is accurate to the best of my knowledge at the time of writing and I give consent to the school to administer the medication in accordance with the school policy. I will inform the school in writing of any changes to the above information. It will be signed and dated by a parent or someone with parental control

A separate form must be completed for each medicine to be administered.

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity and to discuss with the Headmistress and the school secretary what can be done in the school, before the Headmistress makes a decision.

The Headmistress will decide whether any medication will be administered in school, and by whom (usually the school secretary). In appropriate cases the Headmistress and parents in consultation with the school secretary (and anyone else the Headmistress deems necessary) will draw up a healthcare plan.

The medication must be in a container as prescribed by the doctor and dispensed by a chemist with the child's name and instructions for administration printed clearly on the label.

The school will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents.

If the pupil is required and able to administer her own medicine (eg inhaler for asthma) the school secretary will check that the pupil fully understands what has to be done, and will supervise the administration.

Normally medication will be kept under the control of the school secretary unless other arrangements are made with the parent.

Normally the administration of medication will only be done in school at the following times:

- immediately before school
- breaks and lunch time

- exceptionally, immediately after the end of the school day

The school will allow the administration of the following non-prescription medicines:

- Paracetamol 500mg soluble tablets
- Calpol/calpol 6+
- Piriton linctus
- Strepsil throat lozenges
- Anthisan cream for bites
- Waspeze
- Arnica for bruises
- Simple cough linctus
- Soothagel/bonjela for teeth or gums.

Supplies of these medicines will be kept in the office.

Parents will be required to sign a form every year to give permission for first aid and the above medicines to be administered to their children.

Intimate or Invasive Treatment

The school will not allow these to take place in school, unless in an emergency by the school medical officer.

Long-term Medical Needs

The Governors and Headmistress will do all they reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the parents, and in most cases the family doctor. The Governors also reserves the right to discuss the matter with the school's medical adviser, with parental consent. Confidentiality will be respected at all times.

Records

The school form 'Administration of Medication Record' must be completed in every instance. It will be kept in the school office.

The form will record:

- name of the pupil
- date and time of the administration
- who supervised the administration
- which medication
- how much was given
- a note of any side-effects

The school secretary will ensure that the medical record form is filled in and checked regularly.

Training

The Governors is committed to providing appropriate training for all teachers and classroom assistants.

Monitoring and Review

The Headmistress will be responsible for monitoring the implementation of the policy, and reporting annually to a prescribed committee of the Governors.

October 2009 Headmistress and Dr Lay

January 2010 Discussed by whole staff

Review date: January 2010