



LAWN MANOR

ACADEMY

Administration of Medication Policy

(November 2022)

To be read in conjunction with: Supporting Children with Medical Conditions and Medicines in School Policy November 2022.

Introduction:

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. The Governing Body of Lawn Manor Academy will ensure that these arrangements fulfil their statutory duties and follow guidance outline in 'Supporting pupils at school with medical conditions' Dec 2015'.

- Staff do not have a statutory duty to give medicines or medical treatment. However, medicines will be administered to enable the inclusion of pupils with long-term medical needs, promote regular attendance and minimise the impact on a pupil's ability to learn.
- In an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.
- No child under 16 should be given prescription or non-prescription medicines without his or her parents/carers' written consent (except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents/carers).

Organisation:

The Local Governing body will develop policies and procedures to ensure the medical needs of pupils at Lawn Manor Academy are managed appropriately. They will be supported with the implementation of these arrangements by Head teacher and school staff.

The lead for the management of medicines at Lawn Manor Academy is the Principal First Aider.

In their duties staff will be guided by their training, this policy and related procedures.

Implementation monitoring and review:

All staff, governors, parents/carers and members of the Lawn Manor Academy community will be made aware of and have access to this policy.

This policy will be reviewed bi-annually and its implementation reviewed as part of the Headteacher's annual report to Governors.

- The School will supervise the administration of medication for pupils who have long term medical needs. These pupils will have an Individual Health Care Plan (IHCP) that has been agreed by the School Nurse. This includes pupils with asthma, epilepsy, diabetes, severe allergies and similar conditions.
- Parents/carers must provide full information of their child's medical needs. Completion of 'Parent/Carer consent form for Lawn Manor Academy to administer medicine' form, Appendix 1, is essential. This can be obtained from the medical room or reception.
- It is the parent's/carers' responsibility to ensure that the medication arrives at the School with the correct form fully completed.
- Short-term prescription requirements should only be brought to the School if it is detrimental to the pupil's health, not to have the medicine during the academic day.
- Parents/carers should ensure that only reasonable quantities of medication are supplied to the School, (a maximum of four weeks supply).
- All medication brought into the School must be in its original container, as prescribed by the doctor, dentist or nurse and dispensed by a chemist. Items should be clearly labelled with the pupil's name, name of medication, dosage/frequency of administration, special instructions, issue and expiry date, warning or cautions and pharmacy contact information.
- The School will not accept items of medication in unlabelled containers or containers where the label has been changed.
- If the pupil is required to and able to administer his/her own medication (eg. Inhaler for asthma) the member of staff will check that the pupil fully understands what has to be done, and will organise or supervise the administration.
- All medication will be kept in a locked cupboard in the medical room located next to the Student Support office.
- Records of all medication administered within the School will be kept and reviewed annually.
- Date expired medication and those no longer required will be returned to parents/carers for disposal.

Prescription Medicines:

- Medicine should only be brought to school when it is essential to administer it during the school day.
- In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime.
- Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents/carers may call into the school and administer medicine to their child, or they may request that a family member or friend comes to school to administer the medicine if it is to be administered four times a day. Only medicines to be taken four times a day, and which are for a long-term or re-occurring illness will be administered by school staff.
- The Headteacher or a member of the Leadership Team must first agree the administration of the medicine if it is for a re-occurring or long-term illness.
- The parent or carer must supply the medicine in the original pharmacist's packaging clearly labelled including details for administration and possible side effects to the school office.
- Parents/carers must complete a 'Parent/Carer consent form for Lawn Manor Academy to administer medication' form (Appendix 1). This can be obtained from pupil reception.

- On no account should a child come to school with medicine if he/she is unwell.

Epi-pens:

- Where possible, each child should have 2 have two Epi-pens, one kept in Pupil Services in a clearly labelled separate cupboard. The other held by the pupil.
- Epi-pens are stored in boxes with a photo of the child on the outside.
- A sufficient number of adults in school have received training by the school nurse to enable them to administer the epi-pen in emergencies.
- This training is updated every year.

Non-prescription Medicines

- In general, non-prescription medicines are not administered at school and pupils should not bring them to school for self-administration.
- Only non-prescription travel sickness medication, anti-histamine and paracetamol will be administered by staff providing they are supplied in the original packaging and accompanied by a Parent/carer consent form for Lawn Manor Academy to administer medication form (Appendix 1) and the appropriate Protocol for the administration of that medicine.
- Medication must be suitable for the pupil's age, supplied by the parent/carer (not the school) and in its original packaging, with manufacturer's instructions.
- Staff will check that the medicine has been administered without adverse effect to the child in the past and parents/carers must certify this is the case – a note to this effect should be recorded on the consent form.
- The medication will be stored and administration recorded as for prescription medicines.
- Emollient creams for eczema can be self-administered.
- Staff are not permitted to apply any cream.
- **A child under 16 should not be given medicine that contains aspirin unless it is prescribed by a doctor.**

Paracetamol

- Lawn Manor Academy is able to administer Paracetamol to pupils for minor medical ailments if a Pupil Information sheet has been completed by their parent/carer giving permission to do so
- In an emergency the first aider can telephone parents/carers and obtain permission over the telephone. This will then be entered on to SIMS.
- If a pupil makes repeated requests for Paracetamol parents/carers will be informed and the School may withdraw the availability of Paracetamol where appropriate.
- Records are completed for each administration of Paracetamol.
- It is parent's/carer's responsibility to inform the School medical room if circumstances change and the pupil should no longer be offered Paracetamol.

Updated Date – Nov 2022

Person Responsible – Assistant Headteacher Personalised Learning & SENDCo,

Approved by the Governing Board's Teaching, Learning and Personal Development committee –
November 2022

Appendix 1

Parent/Guardian consent form for Lawn Manor Academy to administer medication

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

