



Ysgol Bro Tawe

Administering Medicines Policy

Introduction and General Statement

The staff and governors of Ysgol Bro Tawe are wholly committed to pursuing a policy of inclusive education that welcomes and supports pupils with medical conditions. This policy is designed to support the management of medication and medical care in school and to support individual pupils with medical needs.

Medication

Legal Obligation to Administer Medicines

There is no legal obligation that requires school staff to administer medicines. Teachers conditions of employment do not include giving or supervising a pupil taking medicines. Agreement to do so must be voluntary. Where the school agrees to administer medicines or carry out other medical procedures, staff will receive appropriate training and support from health professionals. They will be made aware of the correct procedures to follow in administering medicines, and in procedures in the event of a child not reacting in the expected way.

It is the policy of Ysgol Bro Tawe not to administer medication to children unless it is an essential medical need.

Parents should, wherever possible, administer or supervise the self-administration of medication to their children. Parents are required to administer prescribed medication outside of school wherever possible (e.g. before and after school). (This may be by the child going home during the lunch break or by the parent visiting the establishment (e.g. 4x per day antibiotics).

The School would not expect to undertake the administration of medicines where intimate contact is necessary or where technical or medical knowledge or expertise is required unless a Health Care Plan is drawn up. This will take place after consultation with parents, family and health professionals.

Medication on a long-term basis

For pupils requiring regular doses of medicine on a long-term basis (e.g. in the case of chronic illness), the parents will be asked to discuss the implications of the illness with the Head Teacher and the class teacher, and a decision will be made as to the arrangements necessary to administer the medication and support the child. Parents will be asked to complete a consent form for the school for the administering of the medication and a Healthcare Plan may be drawn up.

Patent medicines

Sun tan cream may come in to school as long as it is clearly labelled with the pupil's name and the pupils can apply the cream for themselves. Pupils must not share sun tan cream. Please ensure that your child has a water bottle available at all times.

Controlled Drugs

Controlled drugs, such as 'Ritalin', are controlled by the Misuse of Drugs Act 1971, and therefore have to be strictly managed. The amount of medication handed over to the school will always be recorded. It will be stored in a locked non-portable container, and only specific named staff will be allowed access to it. Each time the drug is administered it will be recorded, including if the child refused to take it. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act 1971.

Refusing Medication

If a child refuses to take medication staff will not force them to do so. The refusal will be recorded and the parents informed. If necessary the school will call the emergency services.

Administering Medicines on School Trips

All staff supervising visits should be aware of any medical needs and relevant emergency procedures.

It may be necessary for an additional member of staff, parent or another volunteer to accompany a particular child on a 1:1 basis.

It should be ensured that a member of staff who is trained to administer any specific medication (e.g. epi-pens) accompanies the child and that the appropriate medication is taken on the visit.

Medicines should be kept in their original containers (an envelope is acceptable for a single dose – and provided this is very clearly labelled.)

When accompanying children on residential trips, all medicines must be stored in a secure container.

Staff responsible for administering medicines on residential trips must meet with parents prior to the trip to ensure a consent form is completed. Any necessary training will be given by the school nurse or alternative health professional prior to the trip.

Emergency Procedure

If an emergency occurs and a child needs to be transported to hospital then, in the absence of the parent, a member of staff must accompany the child in the ambulance and stay until the parent arrives. Healthcare professionals are responsible for any decisions on medical treatment when parents are not available.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

Staff will have access to protective disposable gloves and should take care when dealing with spillages of blood or other body fluids.

The following links will take you to the Welsh Assembly Government document for medication in schools.

<http://wales.gov.uk/topics/educationandskills/publications/guidance/medicalneeds/?lang=en>