

YSGOL GYMUNEDOL BANCFFOSFELEN BANCFFOSFELEN COMMUNITY SCHOOL ADMINISTRATING MEDICATION

Introduction

Parents have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school. Parents should also provide all necessary information about their child's medical needs to the school.

DfE April 2014 – Supporting Pupils At School With Medical Conditions,
Key points are:

- Pupils at school with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education.
- Governing Bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing Bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

It is the responsibility of parents/carers to:

- Inform the school of their child's medical needs
- Provide any medication in a container clearly labelled with the following:
 - The child's name
 - Dose and frequency of medication
 - Collect and dispose of any medications held in school at the end of each term
- Ensure that medicines have NOT passed the expiry date.

Pupil Information

At the start of each school year, parents/carers should give the following information about their child's long term medical needs.

THE INFORMATION MUST BE UPDATED AS AND WHEN REQUIRED

AND AT LEAST ANNUALLY.

Details of pupil's medical needs;
Medication including any side effects;
Allergies;
Name of GP/Consultants;
Special requirements e.g. dietary needs, pre-activity precautions;
What to do and who to contact in an emergency;
Cultural and religious views regarding medical care.

Administering Medication

We expect parents/carers to administer medication to their children at home. No medication will be administered without the completion of the **Request to Administer Medication Form** from the parents/carers.

A Request to Administer Medication Form must be completed and copies are available to print out on the school's website.

Staff members are not legally required to administer medicines or to supervise a pupil when taking medicine. This is a voluntary role.

Under no circumstances should a parent send a child to school with any medicines, eg throat sweets/tablets, without informing the school. These could cause a hazard to the child or to another child if found and swallowed.

The Headteacher/teacher in charge will determine if medication is to be administered in school, and by whom, following consultation with staff. All medicine will be administered during breaks and lunchtimes. Any member of staff, giving medicine to a pupil, should check on each occasion;

Name of pupil;
Written instructions provided by the parents/carers or doctor;
Prescribed dose;
Expiry date.

For safety reasons, pupils are not allowed to carry medication. All medicine, in the care of the school, will be kept locked. Staff may store pupil's inhalers, which must be labelled with the pupil's name, in classrooms. Inhalers and other medicines must be labelled with

the child's name and the required dosage. They must be returned to parents when they run out of date.

Records

Each time medication is given to a child, a member of staff, will complete and sign the medicine book which is kept in the staff room.

Refusing Medication

If a child refuses to take their medication, no member of staff will force them to do so. Parents/carers will be informed as soon as possible. Refusal to take medication will be recorded and dated on the child's record sheet. Reasons for refusal and any action then taken by the staff member will also be recorded.

Parents are welcome to come into school to administer medicines themselves that the school refuse to administer, for reasons given above.

Training

Training and advice will be accessed from health professions for staff involved in the administration of medicines. Training for all staff will be accessed on a range of medical needs, including any resultant learning needs as and when appropriate. Details of all training will be recorded.

Health Care Plan

When appropriate a personal Health Care Plan, will be drawn up in consultation with school, parents/carers and health professionals. The Health Care Plan will outline the child's needs and the level of support required in school(.e.g. Diabetic)

Educational Visits

To enable, as far as possible all pupils to have access to all activities and areas of school life, a risk assessment will be undertaken to ensure the safety of all participants in educational visits. No decision about a child with medical needs attending/ not attending a school visit will be taken without prior consultation with parents/carers.

Residential Visits

Sufficient essential medicines and appropriate health care plans will be taken and controlled by the member of staff supervising the visit. If additional supervision is required for activities e.g. swimming, we may request the assistance of the parent/carer.

Emergency Procedures

The Headteacher/teacher in charge will ensure that all members of staff are aware of the school's planned emergency procedures in the event of medical needs.