

Ysgol Gynradd Georgetown Primary School  
Headteacher- Miss Lisa Thomas



# Policy for Administration of Medicine

September 2019

*'Together We Learn'*

## **POLICY ON ADMINISTRATION OF MEDICINE**

### **1. Policy Statement**

1.1 The school will support pupils with medical needs in order to ensure their attendance at school and their access to the curriculum where it is safe and practical to do so having regard to the duty to make reasonable adjustments to practice in support of this aim. To achieve this, the school will ensure that staff have appropriate information, training, equipment, materials and a suitable environment within which to work. This support will include:-

- Administering medicine and supervising pupils who take their own medicine,
- Carrying out medical procedures and supervising pupils who carry out their own procedures,
- Agreeing procedures for pupils to take their own medicine or to undertake their own medical procedures at school,
- Providing facilities for parents or medical personnel to administer medicine or carry out medical procedures on school premises.

1.2 While this policy is intended to help pupils to attend school and to access the curriculum, the health, safety and wellbeing of all participants (pupils, parents and staff) is paramount and will not be compromised.

The school will refuse to administer medicine if the Headteacher considers it is not safe to do so, which may require alternative arrangements to be made to ensure proper educational provision for the pupil.

1.3 If it is decided to administer medicine in school, the Headteacher is responsible for ensuring its safe administration. Advice on medical matters can only be given by competent medical personnel but advice on general issues relating to the support of pupils with medical needs will be available from the Education Inclusion Team.

1.4 Teachers administer medicine on a voluntary basis. Support staff can only be required to administer medicine where this is specified in their contract of employment, but may do so on a voluntary basis if it is not in their contract.

1.6 While any member of school staff may be expected to administer medicine in an emergency, the planned administration of medicine or planned carrying out of medical procedures will normally be done by a named person with a limited number of designated assistants or substitutes.

1.7 Parents will be responsible for the provision of medicine and any specialist equipment or materials, and the Council will be responsible for appropriate alterations to premises or the provision of fixed equipment, e.g. lockable cupboards, suitable room/area, water supply and hand wash facilities.

- 1.8 School staff will not administer non-prescription medicine or carry out procedures not prescribed by medical personnel. Pupils may only bring non-prescription medicine to school with the permission of the Headteacher. Permission will only be considered on receipt of a written request from parents using the prescribed form and will only be granted if the Headteacher is satisfied the pupil can manage their medicine safely and that it does not present a risk to other pupils or staff.
- 1.9 While every effort will be made to ensure pupils with medical conditions can attend school, it is the Headteacher's decision whether or not medicine can be administered safely in school. The Headteacher must be satisfied about the suitability of staff (even after training), materials, equipment and the work environment before agreeing to administer medicine.
- 1.10 Subject to the requirements of the Equalities Act 2010 and to undertake "reasonable adjustments" in order to avoid illegal discrimination, the Head will seek advice and additional support from medical personnel, the Health Authority or the LEA if necessary.
- 1.11 While the Head will take account of parents religious and cultural views in deciding on the school's role in supporting their child, it is the responsibility of the Headteacher to decide the measures that can be taken to ensure that the health, safety and wellbeing of all participants is not compromised and that their disability rights are not infringed.
- 1.12 This policy has been the subject of consultation with the Health Authority and Trades Unions although consultation with trade unions does not imply agreement by them. The legal framework for the policy is detailed in Appendix 4.
- 1.13 References in this policy to parents should be taken as references to parents, guardians or carers of pupils. References to the administration of medicine should be taken as references to all the processes referred to in paragraph 1.1 above.
- 1.14 This policy will be reviewed annually by the Governing Body and all parties will be informed by the Headteacher if there are changes that affect them.

## **2. Information, Training, Materials, Equipment and Environment**

- 2.1 School staff will administer medicine only when they have appropriate information, training, equipment, materials and a suitable environment within which to work.
- 2.2 Information or training may only be provided by appropriate medical personnel and must be delivered either in person or in writing to school staff. It must include details of:-
  - How and when to administer medicine or carry out a medical procedure,

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- What action to take in the event of mistakes, adverse reactions or side effects, including emergency procedures and contact arrangements,
  - Requirement for follow-up observation of pupils,
  - Precautions to be taken by the person administering medicine to ensure their own safety,
  - Procedures for the safe disposal of waste material and equipment,
  - Requirements for safe storage of materials and equipment.
- 2.3 It is the parents' responsibility to tell the school about a pupil's medical condition and how it may affect him/her. Parents are also responsible for informing the school of changes in a pupil's medical condition, including the need for changes to medication.
- 2.4 The Headteacher will arrange the provision of appropriate information or training on the administration of medicine by medical personnel. The local NHS or Health Trust can advise the school who the main health contact will be for each pupil, who can then provide the necessary information and/or training. The Headteacher will ensure that school records are kept up to date and will arrange appropriate refresher training where necessary.
- 2.5 First Aid training or previous medical experience are not suitable substitutes for proper specific training on the administration of medicine.
- 2.6 Medical information is confidential and the Headteacher will normally consult pupils and parents before releasing medical information to staff or others (including other pupils in some circumstances). However, it is the Headteacher's responsibility to decide the limits to confidentiality in order to ensure that the health, safety and wellbeing of all participants are not compromised.
- 2.7 Appropriate equipment must be provided for the safe storage of medicine, including a lockable cabinet and a refrigerator, if necessary (see 3.12 below).
- 2.8 The use of materials and equipment must be specified when information and training is given to staff. Suitable arrangements must be made for the safe storage and eventual disposal of any waste or surplus materials by parents wherever practical.
- 2.9 The need for PPE (personal protective equipment) or Clothing, such as gloves, eye protection and protective aprons, must be specified in writing when information and training are provided. Such PPE must be appropriate to the work to be done, useable by the staff that will do the work, safely stored, properly maintained and readily available when required. Appropriate training on use, storage and maintenance of any PPE or clothing must be given to staff before they need to use it. Enough PPE must be provided to avoid the need to share items of personal clothing, such as gloves.

- 2.10 Except in emergencies or where it is considered necessary for a pupil to carry medicine with them, medicine should only be administered in a designated area which is appropriately private and secure. It must include appropriate provision for personal hygiene for staff and pupils, either in the designated area or conveniently nearby.

### **3 Administration of Medicine**

- 3.1 While any member of school staff may administer medicine in an emergency, the planned administration of medicine in any particular case will normally be done by a named person with a limited number of designated assistants or substitutes. These named persons are also responsible for the safe storage of medicine.

The nominated persons for this school:

Mrs Donna Davies  
Mrs Lisa Jenkins  
Mrs Lynda Mosley

- 3.2 It must be accepted by all parties that all other options must be explored before school staff administer medicine to pupils. Wherever practical, parents, medical personnel or the pupil will administer medicine at home, in other premises or in school. Wherever practical, medicine will be administered outside school hours.
- 3.3 Pupils under 16 will only be given medicine or have medical procedures carried out with the written consent of a parent using Appendix 2.
- 3.4 Pupils may administer their own medicine if practical and if they are considered sufficiently responsible by the Headteacher and their parents. Parents whose children need to use asthma inhalers must apply using the Appendix 6 Parents whose children need to use other medicine must apply using Appendix 2.
- 3.5 Where it is it practical to do so, parents should administer their child's medicine, and may do so on school premises with the agreement of the Head. Parents should complete Appendix 2.
- 3.6 No pupil will be forced to take medicine. Parents will be informed immediately if any pupil refuses to take medicine and the Headteacher will review the school's continued participation in the administration of medicine for that pupil as soon as practical.
- 3.7 Pupils may bring non-prescription medicine to school with the permission of the Headteacher. Permission will only be granted if the Headteacher is satisfied it does not present a risk to the pupil, other pupils or staff. Parents must complete Appendix 2.
- 3.8 Where medicine is administered by a member of staff, the medicine should be in its original container and be clearly marked with the pupil's name, the dose, strength and form of the medicine (e.g., syrup or tablets), the frequency with

which it should be taken and the expiry date. Parents must make sure this information from medical personnel is available when they submit their consent form. The information on the container must tally with the information on the relevant Form. If it does not tally the parents will be informed and the medicine will not be administered.

- 3.9 Medicine to be administered by staff will normally be securely stored in the medical area. Exceptions may be medicine (such as asthma inhalers and adrenaline injections) which may be needed very quickly in an emergency, or medicine that may be needed during off site visits. These medicines should be readily available at all times and appropriate arrangements must be made for them to be carried and stored safely and securely. Emergency medicine may be carried by the pupil if the Headteacher considers s/he is sufficiently responsible. If pupils carry their own medicine for emergency use but may be unable to use it themselves because of the nature of their condition, it must be carried safely and in such a way that it can be easily accessed by people who may have to use it. Parents must complete Appendix 3. All people who may have to deal with these pupils during an emergency must have appropriate training.
- 3.10 Where medicine requires refrigeration it will either be stored in a separate, airtight, clearly marked, lockable container in a fridge in a supervised area, or in a fridge in an area to which pupils do not have access. Provided these criteria are met, it is possible to store medicine in a fridge containing food, although this should be avoided if practical.
- 3.11 It is the responsibility of parents to ensure that appropriate and up-to-date supplies of medicine are available in the school.
- 3.12 Out of date or surplus medicine will be returned direct to parents for disposal.
- 3.13 It is the responsibility of parents to arrange transport if a pupil needs to be taken from school for planned medical treatment. If such treatment is required as a matter of urgency, the school may arrange transport and an escort for the pupil if the Headteacher considers it can be done safely. The Headteacher will ensure that appropriate information about the pupil's medical condition is provided for the medical personnel if the school arranges transport.

4 **Records**

- 4.1 Records on the administration of medicine will be kept and will be monitored by the Headteacher.
- 4.2 Separate records will be kept for each pupil.
- 4.3 The school may help parents who have difficulty with documentation but must ensure that parents take responsibility for any information they provide and for any permission they give to the school.
- 4.4 All medicines administered by school staff must be recorded. Staff should also keep a record if, in exceptional circumstances, they decide not to administer medicine, and should inform parents as soon as practical.
- 4.5 All staff who administer medicine or who may do so in an emergency are required to read this policy and sign a declaration saying they have done so. Staff will be informed of any changes to the policy and appropriate records of such notification will be kept by the school.

## **THE LEGAL FRAMEWORK**

This information on the legal framework for the administration of medicine has been taken from Welsh Assembly Government Circular No: 003/2010 'Access to Education and Support for Pupils with Medical Needs'.

1. Council's, schools and governing bodies are responsible for the health and safety of pupils in their care as well as for making reasonable provision for those with disabilities. Local Health Boards also have legal responsibilities for the health of residents in their area. The legal framework for schools dealing with the health and safety of all their pupils derives from health and safety legislation, which also imposes duties on the Council as employer of staff in their schools.
2. There is no legal or contractual duty of staff to administer medicine or supervise a child taking it. Support staff may have specific duties to provide medical assistance as part of their contract.
3. Some school staff are naturally concerned about their ability to support an individual with a medical condition, particularly if it is life threatening.
- 2 Other legislation, notably the Health and Safety at Work etc Act 1974, Children and Young People's Plan 2008, the Education Act 1996 and the Medicine Act 1968 are also relevant to schools in dealing with pupils' medical needs. The following paragraphs outline the provisions of these Acts that are relevant to the health and safety of pupils.
- 3 The Health and Safety at Work etc Act 1974 (HSWA) places duties on employers for the health and safety of their employees and anyone else on the premises. In schools, this covers the head and teachers, non-teaching staff, pupils and visitors. Who the employer is, depends on the type of school:
  - \* The Council is the employer in maintained schools;
  - \* The governing body is the employer in Foundation and voluntary aided schools;
  - \* The proprietor or the trustees are the employers in some independent schools.
- 4 The employer of staff at a school must do all that is reasonably practicable to ensure the health, safety and welfare of employees. The employer must also make sure that others, such as pupils and visitors, are not put to risk. The main actions that employers must take under the HSWA are to:
  - \* prepare a written Health and Safety management policy
  - \* make sure that staff are aware of the policy and their responsibilities within that policy



- \* make sure that appropriate safety measures are in place
  - \* make sure that staff are properly trained and receive guidance on their responsibilities as employees.
5. Most schools will at some time have pupils on roll with medical needs. The responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils.
- 6 The Management of Health and Safety at Work Regulations 1992, as amended, made under HSWA, require employers of staff at a school to:
- \* make an assessment of the risks of activities
  - \* introduce measures to control these risks
  - \* tell their employees about these measures
- 7 In some cases, pupils with medical needs may be more at risk than their classmates. The school may need to take additional steps to safeguard the health and safety of such pupils. In a few cases, individual procedures may be needed. The employer is responsible for making sure that all relevant staff know about, and if necessary are trained to provide, any additional support these pupils need.
- 8 Under the Education Act 1996, a child has special educational needs if he has a learning difficulty which calls for special educational provision to be made for him. Pupils with medical needs will not necessarily have special educational needs. For those who do, schools will find the *Code of Practice on the Identification and Assessment of Special Educational Needs* helpful. Health Authorities should comply with a request for assistance from the Council unless they decide not to do so on one of the grounds set out in section 322 of the Education Act 1996.
- 9 Under section 322 of the Education Act 1996 a Health Authority (HA) must provide help to an LEA for a pupil with special educational needs (which may include medical needs) unless the HA considers that the help is not necessary to enable the Council to carry out its duties or that it would not be reasonable to give such help in the light of the resources available to the HA to carry out their other statutory duties. This applies whether or not the pupil attends a special school. Help from the HA could include providing advice and training for school staff in procedures to deal with a pupil's medical needs that if that pupil would otherwise have limited access to education. Authorities and schools should work together, in close partnership, to ensure proper support in schools for pupils with medical needs.
- 10 The Medicine Act 1968 places restrictions on dealing with medicinal products, including their administration. In the case of prescription-only medicine, anyone administering such a medicinal product by injection must be an appropriate practitioner (e.g. a Registered nurse or a doctor) or else must act in accordance with the prescriber's directions. There are exceptions for the

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administration of certain prescription-only medicine by injection in emergencies (in order to save life).

- 11 There is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. This is a voluntary role. Support staff may have specific duties to provide medical assistance as part of their contract. However, swift action would need to be taken by a member of staff to assist any pupil in an emergency. The Council has confirmed that its insurance arrangements provide appropriate cover for staff willing to support pupils with medical needs.
- 12 Teachers and other school staff in charge of pupils have a common law duty to act as any reasonable prudent parent would to make sure that pupils are healthy and safe on school premises and this might, in exceptional circumstances, extend to administering medicine and/or taking action in an emergency. This duty also extends to teachers leading activities taking place off the school site, such as educational visits, school outings or field trips. Section 3(5) of the Children Act 1989 provides scope for teachers to do what is reasonable for the purpose of safeguarding or promoting pupil welfare. This can give protection to teachers acting reasonably in emergency situations such as on a school trip.
- 13 The Education (School Premises) Regulations 1996 state that every school should have accommodation for medical or dental examinations and treatment and for the care of pupils during school hours. It need not be used solely as medical accommodation, but it should be appropriate for that purpose and readily available for use as such when needed.

### **References**

- Access to Education and Support for Children and Young People with Medical Needs Welsh Assembly Government Circular No: 003/2010  
<http://gov.wales/topics/educationandskills/publications/guidance/medicalneeds>
- Education Act 1996  
<http://www.legislation.gov.uk/ukpga/1996/56/contents>
- Health and Safety at Work Act 1974  
<http://www.hse.gov.uk/legislation/hswa.htm>
- Special Needs Code of Practice  
<http://learning.gov.wales/docs/learningwales/publications/131016-sen-code-of-practice-for-wales-en.pdf>
- The Education (School Premises) Regulations 1996

APPENDIX 5

**ASTHMA FORM**

**ADMINISTRATION OF MEDICINE IN SCHOOL – ASTHMA INHALER**

The Parent, Guardian or Carer of the pupil is responsible for completing Part A of this form. Part B should be completed by the school. **School staff will not allow use of an asthma inhaler if this form is not fully completed.**  
**Please print all information.**

**PART A – TO BE COMPLETED BY THE PARENT/GUARDIAN/CARER**

**PUPIL INFORMATION**

Surname ..... Forename .....

Address .....

Date of Birth .....

**HOME CONTACT INFORMATION**

Home Contact 1 Home Contact 2

Surname ..... Surname .....

Forename ..... Forename .....

Address ..... Address .....

.....

.....

Phone ..... Phone - .....

Relationship to Pupil ..... Relationship to Pupil .....

**MEDICAL CONTACT INFORMATION**

A.1 Has your child been prescribed an inhaler by medical personnel? YES/NO

If YES, please provide details of the medical personnel

Name ..... Status (GP/Consultant) .....

Work address .....

.....Phone. ....

A.2 Can your child use the inhaler without supervision? YES/NO

A.3 When must your child have access to his/her inhaler?

.....

A4. Is there any other information the school should have about your child's asthma?

.....

**STATEMENT BY PARENT, GUARDIAN OR CARER**

I accept responsibility for the accuracy of the information I have provided in this form and agree to tell the school immediately if any of it changes.

I accept that the school cannot be held responsible for errors or omissions by me or for the consequences of any such errors or omissions.

Signed ..... Date .....

Print Name .....Relationship to Pupil.....

**PART B – TO BE COMPLETED BY THE SCHOOL**

The asthma inhaler for this pupil will be kept .....

The inhaler will be

Available at all times  Issued on request  Carried by the pupil

This pupil is/is not capable of using his/her inhaler without supervision.

The person responsible for the pupil's access to his/her inhaler is:-

Name .....

**DECISION - This section to be completed by the Headteacher or nominated substitute**

I am/am not satisfied with the arrangements for this pupil to use his/her inhaler in this school

I approve/refuse the request.

Signed .....Date .....

Designation .....

APPENDIX 2

**REQUEST FOR PARENT OR PUPIL TO ADMINISTER MEDICINE**

This form is in two parts –

**PART A** must be completed by the parent, guardian or carer.

**PART B** must be completed by the school.

**PART A – TO BE COMPLETED BY THE PARENT/GUARDIAN/CARER**

- A.1 I request permission to EITHER: Tick  
administer medicine or carry out a medical procedure to my child   
  
OR  
allow my child to administer his/her own medicine or carry out   
his/her own medical procedures  
At ..... School
- A.2 Pupil's Full Name  
.....
- A.3 What condition or illness does your child have? .....
- A.4 Name or type of medicine .....
- A.5 How will it be given (e.g. tablets, injection) .....
- A.6 How long will your child take this medicine or have this procedure in school?  
.....
- A.7 What times must it be taken or carried out at school?  
.....
- A.8 Are there any side effects of the medicine or the procedure? YES/NO
- A.9 If YES, please give details .....
- A.10 Does your child need to be observed after the procedure or after YES/NO  
taking the medicine?
- A.11 If YES, what adverse signs should be watched for? .....
- A.12 What should be done in an emergency?  
.....  
.....

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A.13 Does the procedure or the medicines involve any risk to other people? YES/NO

A.14 If YES, please explain what precautions should be taken to prevent harm to other people, including staff

.....

A.15 If the medicine is to be administered by a parent/guardian/carer:

Name .....

Address .....

Phone:.....

Relationship to the pupil:.....

A.16 Medicine and medical procedures are normally administered in the ..... Is this accommodation suitable? YES/NO

A.17 If NO, what facilities do you need? .....

.....

Please note that you will have to provide any specialist equipment and the school may not be able to agree to your request if a specialist environment is needed.

**A.18 MEDICINE TO BE ADMINISTERED BY YOUR CHILD**

**IMPORTANT NOTE FOR PARENTS**

Medicine will normally be held in the school's medical area and will be issued to your child in accordance with the instructions you give below. Exceptions may be made where the Head Teacher is satisfied there is a need for medicine to be carried by a child because it may be needed at any time during the day, but this will be at the discretion of the Head Teacher. School staff will monitor the administration of medicine and carrying out of medical procedures by pupils as the Head thinks necessary, and will inform parents if the Head becomes concerned about any part of the process. **However, you must recognize that completion of this section of the form and subsequent administration of medicine gives your child significant responsibility for their own health, safety and well being.**

**By completing the questions below, you are agreeing that your child will be allowed to take their medicine without any further confirmation from you.**

A.19 Does your child have to carry their medicine with them during the day? YES/NO

A.20 If YES, your child will be allowed to carry and use their medicine as they think necessary, without any further confirmation from you.

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A.22 If NO, your child's medicine will be kept in the school's medical area and will be issued to you child when they ask for it, without any further confirmation from you. Is this arrangement suitable for your child? YES/NO

A.23 If NO, what other facilities are needed?.....

Please note that you will have to provide any specialist equipment and the school may not be able to agree to your request if a specialist environment is needed.

**STATEMENT BY PARENT/GUARDIAN/CARER**

I accept responsibility for the accuracy of the information I have provided and agree to tell the school immediately if any of it changes.

I accept that the school cannot be held responsible for errors or omissions by me or for the consequences of any such errors or omissions.

I agree to safely dispose of any unused medicine or waste material away from the school site and to remove any specialist equipment.

I accept that, if permission is given, the Headteacher can monitor what is done on school premises and may withdraw or modify any permission that is given.

Signed ..... Date .....  
Parent/Guardian/Carer  
(Delete where inappropriate)

**PART B – TO BE COMPLETED BY THE SCHOOL**

B.1 Person nominated to monitor the administration of this medicine -

Name .....Designation .....

**B.2 DECISION - To be completed by the Headteacher or nominated substitute**

I am/am not satisfied that medicine must be administered to this pupil or medical procedures must be carried out at school to ensure that the pupil can attend school or can have access to the curriculum.

I am/am not satisfied with the arrangements that have been made for administering medicine or carrying out the procedure described above -

I am/am not satisfied that this pupil is able to carry and/or administer this medicine or carry out this procedure safely.

I approve/refuse the request.

Signed ..... Date .....

Designation .....





**Request for child to carry his/her own medicine**

*This form must be completed by parents/guardian*

**If staff have any concerns discuss this request with healthcare professionals**

Name of school/setting	
Child's name	
Group/class/form	
Address	
Name of medicine	
Procedures to be taken in an emergency	
<b>Contact Information</b>	
Name	
Daytime phone no.	
Relationship to child	

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed ..... Date.....

Relationship to pupil:.....