



St Laurence School

Policy on Administration of Medicines 2017

Introduction

The school recognises that many students will at some time need to take medication at school. Whilst parents retain responsibility for their child's medication, the School has a duty of care to the students and will do all that is reasonably practicable to safeguard and promote their welfare. Qualified first aiders oversee the administration of medicines in line with NHS and Government guidelines. This policy should be read in conjunction with the School's policies on supporting students with medical needs, Health and Safety, Child Protection and Drugs Education.

Purpose

To clarify the role and expectation of staff and the school as a whole concerning students' medical needs.

Responsibilities

- **The Medical/ Safeguarding Administration Support Staff** will implement the policy on a day-to-day basis:
 - Setting up medical records for all students on admission to school and keeping these up-to-date
 - Maintaining the student Health Care Plan folder
 - Safe storage of medicines and maintenance of administration log for students and staff
 - Providing appropriate information and details regarding particular medical conditions
 - Organising training for staff (e.g. asthma, use of epi-pens) and maintaining first aid boxes
 - Maintaining a 'protected' list of conditions that may suddenly arise requiring an immediate, appropriate response and ensuring that designated staff know where to access this
 - Ensuring parents have completed a medical information form when a student comes onto the roll of the school
- **The Headteacher** will ensure that procedures are understood and adhered to, that training is provided and that the structures and systems are in place to ensure there is effective communication and consultation with parents, Students and health professionals concerning medical needs
- **The House Teams (Head of House and Assistant Head of House)** will liaise with parents and external agencies where a student is under a health care plan for reviews and updating of plans (note: The PCT School Nursing service are responsible for ensuring Health Care plans are kept up to date and reviewed at the agreed intervals)
- **All staff** are expected to maintain professional standards of care though they have no contractual or legal duty to administer medication. There will be a number of **designated First Aiders** who will hold a current first aid certificate.
- **The Designated Safeguarding Lead** is responsible for monitoring and reviewing the policy in conjunction with key staff including the Headteacher and Director of Finance and Operations with responsibility for health and safety

Guidelines

1. Legally the School is not responsible for administering any medication prescribed by doctors or requested by parents, neither is the School responsible for ensuring that students do this themselves
2. The School expects parents to:
 - a. Keep the school informed of any changes in regards to their child's medical needs
 - b. Respect the advice and guidelines the School provides with respect to health, in particular diseases caused by infectious and contagious organisms
3. Staff must allow students to administer their own medication as prescribed or necessary (providing that there is a written note of explanation from parents)
4. On the request of parents, the School will look after prescribed medicines for students. Prescribed medicines should be brought to school, by a parent/guardian only, in their original container/packaging which shows names,

dosages etc. Medicines will be stored in a secure cupboard and taken in the medical room at the prescribed time(s). Staff will ask the student to check it is their medicine before they take it.

5. Staff should only administer first aid above and beyond reasonable first response measures if they are qualified to do so. When a medical emergency occurs, they should inform Student Reception by sending a responsible student for assistance or directly through to Student Reception
6. In a medical emergency staff may administer an epi-pen if a student is unable to do this for themselves. Other drugs should not be given to students by members of staff (exception – see point 3)
7. If the qualified first-aiders cannot deal with a medical emergency or are at all uncertain of the best action to take, they will contact the parents or call for an ambulance depending on their assessment of severity.
8. Where a student has a care plan, the advice and guidance will be followed and staff will be appropriately informed
9. Medical room Guidelines include advice on procedures when an ambulance is called.