



## MANAGING MEDICATION IN BARNES INFANT ACADEMY

### **Rationale:**

Barnes Infant Academy endeavours to ensure that all its pupils achieve success in their academic work, in their relationships and in their day to day experiences at the Academy. Some of our pupils are likely to have medical needs which mean that additional measures are required to ensure that they are able to have full access to the curriculum, that the impact of their medical needs upon their life in the Academy is minimised as far as possible and that all staff who work with the pupil understand the nature of their difficulties and how best to help them.

While there is no legal or contractual duty on teachers to administer medication or supervise pupils taking medication, we would wish to support our pupils where we can. Pupils with special medical needs have the same right of admission to the Academy as other children and cannot be excluded from the Academy on medical grounds alone.

Teachers and support staff are in loco parentis and may need to take swift action in an emergency, both at the Academy and off site, for example, during trips and visits. The prime responsibility for a pupil's health lies with the parent or carer who is responsible for the pupil's medication and should supply the Academy with any relevant and up-to-date information.

### **Aims:**

Our Academy aims to:

- Assist parents in providing medical care for their children
- Educate staff and pupils in respect of special medical needs
- Adopt and implement any national policies and statutory guidance in relation to medication in Academies
- Arrange training for staff who volunteer to support individual pupils with special medical needs
- Liaise as necessary with medial services in support of the pupil
- Ensure that pupils with special educational needs are able to access the full life of the Academy where possible
- Maintain appropriate records

### **Entitlement:**

Barnes Infant Academy accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The Academy accepts that pupils with medical needs should be able to achieve full attendance and receive necessary proper care and support.

The Academy accepts all employees have rights in relation to supporting pupils with medical needs in relation to:

- Receiving appropriate training
- Working to clear guidelines
- Having concerns about legal liability
- Bringing any concerns they have about supporting pupils with medical needs to the management
- Having input regarding their level of involvement

### **Expectations:**

Barnes Infant Academy does not expect parents to ask staff to administer medication unless it is absolutely essential. Staff will be asked to administer medication if:

- It needs to be administered four times a day and is necessary that this takes place during school hours
- It has been prescribed by a health professional, e.g. doctor, dentist, nurse or pharmacist

Where a parent or carer has requested the Academy to administer a long term prescribed medication (longer than 7 days) for their child we expect them to ask the pharmacist to supply any such medication to be dispensed in a separate container. For short term prescribed medication (less than 7 days) the Academy will accept a single dosage but the responsibility lies with the parent or carer to ensure the medication is collected at the end of each day.

The prescribed medication must be in the original packaging with the prescription and dosage regime clearly displayed on the pharmacy label with no alterations. The prescriber's label should be typed or printed clearly on the packaging. The prescriber's label must clearly display the pharmacist and pharmacy details and the expiry date must be visible on the packaging. Any medications not presented properly will not be accepted into the Academy by staff.

Barnes Infant Academy will liaise with the School Health Service for advice and information about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.

### **Practice:**

When a medication has been accepted to be administered by the Academy, we will:

- Work with the parent to set up a 'School Health Care Plan' to support the pupil's special medical needs
- Obtain written consent from the Head Teacher for the administration of the required medication
- Ensure that the medication is stored in a secure place during the school day, that it is only accessed by the identified persons who will administer the medication, and that each time the medication is administered that the medication record is completed
- Ensure any leftover medication is handed back to the parent/carers at the end of the treatment period or at the end of the academic year (whichever is appropriate) or disposed of using appropriate methods
- Mark the medication record 'Medication Completed' when the pupil comes to the end of his/her course of treatment
- Retain medication records in the Academy's archives should it be needed for future reference

## **School Health Care Plans**

School Health Care Plans must be set up for any child with a medical need. School Health Care Plans will include details on the nature of the medical difficulty, including triggers and signs/symptoms to be aware of together with the action to be followed in the event of an emergency. School Health Care Plans will be stored confidentially in a file in the Academy's First Aid Room. The Head Teacher, Senior Leadership Team and class teacher will be informed of the child's medical needs.

## **Taking Medication on School Trips and Visits**

It may be necessary to take medication for pupils on a school trip or visit. Staff must take a copy of any relevant 'School Health Care Plans' should the medication be required or in case of emergency.

## **Identified Persons for Administering Medication:**

Mrs Lisa Charlton  
Miss Lisa Hetherington



**School Health Care Plan**

Date complete: \_\_\_\_\_ Date of next review: \_\_\_\_\_

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

**Emergency Contact Information** *(Please complete)*

<b>Full Name</b>	<b>1.</b>	<b>2.</b>
<b>Address</b>		
<b>Telephone</b>		
<b>Relationship to Child</b>		

Doctor/Nurse/Pharmacist/Relevant Health Professional's name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Nature of medical difficulty: \_\_\_\_\_

Any known triggers: \_\_\_\_\_

Signs/symptoms to be aware of: \_\_\_\_\_

Does your child have any Special Educational Needs? *(Please Specify)* \_\_\_\_\_

## Details of Prescribed Medication

### TO BE COMPLETED BY STAFF:

Name of medication	Dosage	Time to be administered	Storage	Equipment required	After care issues/side effects

Expiry date or date course of medication ends: \_\_\_\_\_

**ACTION** to be taken in the event of an emergency: \_\_\_\_\_

### TO BE COMPLETED BY CHILD:

Child's name: \_\_\_\_\_

I am happy for a member of school staff to give me my medication: *(Please colour)*



I give permission for a named person to administer the prescribed medication to my child. I am willing to share this information with other relevant professionals. I am aware I must notify the school immediately in the case of any changes/updates regarding my child's medication.

Parent name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Headteacher name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_