

Department of Corporate Services
Human Resources

Innovative Solutions Together

Administration of Medication

Guidance on supporting children with Medical needs in schools including Special School Settings

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Issued by:- Occupational Safety Team

(working in partnership with colleagues in S.E.N. at Education Bradford)



Administration of Medication

Introduction

Relationship to Bradford Inclusion Strategy

The Inclusion Strategy adopted in Bradford prioritises action to promote and support the Presence, Participation and Achievement of all children and young people in the district's schools and educational settings.

In order to ensure that all children enjoy the fullest access to the life of the school community, and that the needs of those who are vulnerable to under-achievement are fully recognised, the Inclusion Strategy is driving policy development to ensure that best practice is shared and adopted across the district.

This guidance is promoted to headteachers, governing bodies, staff associations, parents' groups and pupil councils, in order to support consensus building and decision making at school level.

This guidance document has been produced to help schools to support pupils with medical needs who may require medication to be administered during the school day and where the medication is required to be administered more than 3 times per day. The guidance and policies are based on the DCSF guidance 'Supporting pupils with Medical Needs' as well as current guidance from the DCSF website. Schools should be familiar with this guidance.

Schools should be aware also of the wider context of the extension of the Disability and Discrimination Act 1995 to include educational settings, as well as the good practice guide produced by the DCSF entitled 'Health and Safety of Pupils on Educational Visits'.

Whilst all staff have a duty to take reasonable care for the health and safety of pupils in school (including the oversight and management of the pupils' care plan/care package which must be up-to-date and received on time) *there is no contractual obligation for teachers to administer medication*. Where teachers do agree to participate in this duty it should be recognised that these duties are a voluntary action. Such teachers should consult their trade union before entering into such an agreement.

It is important for schools to have in place policies and procedures on the administration of medicines and on support for pupils with medical needs and all staff should be made aware of these policies and procedures.

These policies and procedures also cover storage of medicines. These procedures should detail the action to be followed in the case of a medical emergency. Staff having day-to-day responsibility for individual pupils who have particular medical needs will need to be made aware of the health care plan for that pupil and the likelihood of an emergency arising in relation to that pupil and the action to take if one occurs.

Provided staff act in accordance with the school's policies and procedures they will normally be fully covered by the LEA's (or governing body's) public liability insurance. These procedures make it clear that only authorised and appropriately trained staff can administer medication to pupils or supervise the self-administration of medicine by pupils. In general, the consequences of not taking action are likely to be more serious than those of trying to assist in an emergency.

Administration of Medication in schools

The following points should be taken into account when writing a policy on administration of medication in schools:

- **Authorised persons** The Headteacher is responsible for the operation of the policy on the administration of medication in the school. The Headteacher can in turn authorise a member of staff to be responsible for the administration of medication for a particular pupil (or pupils) and this member of staff would then become an 'Authorised Person'. The member of staff taking on this role does so voluntarily and then only when they have received appropriate information and training.
- **Information for Parents** Reference to the school policy on the administration of medication should be included in the home school agreement and a full copy should be available to parents on request.
- **Medication** Medication can only normally be accepted in school where it has been prescribed by a doctor or other medical professional. In other cases, eg where a pupil suffers regularly from acute pain, such as migraine, parents may request and must supply appropriate pain killers for their child's use. Aspirin will not be permitted or administered unless there is written authorisation from a medical professional for this to be administered.
- Medication both prescription and non-prescription provided in a secure and labelled container can only be administered to pupils where parents **provide** such medication to the school and parents must specifically **request in writing** that the school administers it.
- Parents must also specify in advance at what times/intervals and what dose of the non-prescription medicine is to be given. It must never be left for staff to diagnose or decide where and when the medication is required or administered.
- If the non-prescription medication is to be taken with other prescribed medication the onus must be on the parents to certify to the school that the non-prescription medication has been given to the pupil without adverse effect and that approval for their combined administration has been obtained from a medical practitioner.
- It must also be made clear in the policy that non-prescription medication should not be given over a long period of time. If non-prescription medicines are required to be administered for more than a day or two then parents must seek medical advice and a medical practitioner must authorise its continued use.
- The requirements in the policy as to consent, provision of information, labelling, etc, of prescription medicines also apply to non-prescription medicines.
- Medication will not be accepted without a written parental request and clear instructions as to administration. This should be provided in conjunction with the GP or other medical professional as appropriate. Either the parent, or the pupil himself/herself, if over 16, must make the request. The Headteacher's agreement to the administration of any medication must be sought.

- **Storage of medicines** All medicines should be stored in a locked medicine cabinet when on school premises, with the exception of medicines such as inhalers, where it is important for pupils to carry them at all times. The school will need to identify here where the cabinet is located, who will have access to it etc. Advice on storing medication is contained in paragraph 65-69 of The Good Practice Guide Supporting Pupils with Medical Needs which schools are advised to consider in drawing up their own school policy.
- **Self Administration** Wherever possible pupils should be encouraged to self administer medication unless they are deemed too young or unable to do so. Guidance from health colleagues may need to be sought in making this decision.
- **Training** Appropriate training for any members of staff undertaking the administration of medications is essential and advice and information from health colleagues must, again be sought.
- **Information** Information and guidance on health related issues can be obtained from the school nurse. Where pupils require medication to be administered schools should seek a view from the Nursing Service as to whether there are alternative approaches to the administration of medication as well as to seek clarification from the Nursing Service of the care plan which is prepared for school staff undertaking the pupils' care.
- **Emergencies** – the procedures should identify action to be taken in emergencies.
- **Visits** – The policy should highlight that schools will need to consider whether additional arrangements/safety measures will need to be put into place when planning school visits.

APPENDIX 1

SUPPORTING CHILDREN WITH MEDICAL NEEDS IN SCHOOL

The Administration of Medicines in School

Example request form for parents/carers to complete if they wish the school to administer medication.

The school will not give your child any medication unless you complete and sign this request form and the Headteacher has confirmed that school staff have agreed to administer the medication and, where necessary have received appropriate training.

DETAILS OF PUPIL

Surname	
Forename(s)	
Address	M/F
	DATE OF BIRTH
	CLASS/FORM
Condition or Illness	
Medication	
Name/type of medication (as described on container)	
For how long will your child take this medication?	
Date dispensed	
Full directions for use	
Dosage and amount (as per instructions on container)	
Method	
Timing	
Special storage instructions (explain if medicine should remain in school or return home daily)	
Special precautions	
Side effects	
Self administration	
Action to be taken if pupil refuses to take the medication	

Procedures to take in an emergency		
CONTACT DETAILS		
Name		
Daytime Telephone No		
Relationship to Pupil		
Address		
<p>I understand that I must deliver the medication personally to (agreed member of staff) and I request that authorised staff administer the above medication to my child. I accept that this is a service which the school is not obliged to undertake.</p> <p>I consent to medical information concerning my child's health to be shared with other school staff and/or health professionals to the extent necessary to safeguard his/her health and welfare.</p> <p>I confirm that the medication has been prescribed by a doctor/consultant and that this information has been provided in consultation with my child's doctor/consultant.</p>		
Signature		Date
FULL NAME OF PARENT/CARER (IN CAPITALS)		
Signature		Date
FULL NAME OF PARENT/CARER (IN CAPITALS)		

Each item of medication must be delivered in its original container and must be clearly labelled with the following information: pupil's name, name of medication, dosage, frequency of dosage, date of dispensing, storage requirements (if necessary) and expiry date.

APPENDIX 2

**SUPPORTING CHILDREN WITH MEDICAL NEEDS IN SCHOOL
The Administration of Medicines in School**

For parents/carers to complete for pupils who require several medications

Pupil's name:

Pupil's date of Birth:

I confirm that the combined medications listed below have been administered to my child without any adverse effect and that approval has been obtained from a medical practitioner for their combined administration.

SignedDated.....

Relationship to child.....

Date Information Supplied	Name of Medication	Type	Dose	When Given	Method of Administration	Start Date (as applicable)	End Date (as applicable)	Special Precautions

Please add any other relevant information below (continue overleaf if necessary):

APPENDIX 3

SUPPORTING CHILDREN WITH MEDICAL NEEDS IN SCHOOL

The Administration of Medicines in School

CONFIRMATION OF THE HEADTEACHER'S AGREEMENT TO REQUEST TO ADMINISTER MEDICATION

Example letter for school to complete and send to parent/carer if they agree to their request to administer medication to a named child.

Dear *(name of parent/carer)*

I agree that *(name of child)* will receive *(quantity and name of medication)* every day at *(time medication to be administered eg lunchtime or afternoon break)* as you have requested

(Name of child) will be supervised whilst he/she takes their medication by *(name of member of staff)*. This arrangement will continue until *(either end of course of medication or until instructed by parents)*.

Each item of medication must be clearly labelled by the parent with the following information:

- Pupil's name
- Date of Birth
- Address
- Name of Medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if necessary)
- Expiry date

The school will not accept medication which is in unlabelled containers.

You have already supplied to us the information in the attached form giving details of your child's medication.

Where your child requires several medications you have confirmed that the combined medication has been administered to your child without any adverse effect and that approval has been obtained from a medical practitioner for their combined administration.

Can I remind you that it is your responsibility to ensure the school is informed in writing of any changes in your child's medication. The school should also be informed of any other circumstances that may affect the administration of medicine or your child's reaction to that medicine.

Signed:(Headteacher)

I confirm that I will supervise *(name of child)* whilst he/she takes their medication.

Signed:
(Name of member of staff)

APPENDIX 4

SUPPORTING CHILDREN WITH MEDICAL NEEDS IN SCHOOL
The Administration of Medicines in School

REQUEST FOR PUPIL TO CARRY AND ADMINISTER OWN MEDICATION

Example form for parents/carers to complete if they wish their child to carry his/her own medication.

This form must be completed by parents/carers.

Pupil's Name: Class/Form:

Address:

..... Date of Birth.....

Condition or Illness:

.....

.....

Name of medication:

Procedures to be taken in an emergency:

.....

.....

.....

CONTACT INFORMATION

Name:

Daytime Telephone No:

Relationship to child:

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

I confirm that s/he may administer his/her own medicine
or

I confirm that s/he may administer his/her own medicine but will require supervision

Signed: Date:

Full Name (in capitals)

Relationship to child:

APPENDIX 5

SUPPORTING CHILDREN WITH MEDICAL NEEDS IN SCHOOL
The Administration of Medicines in School

Example form for schools to record details of medication given to pupils.

Check that the parents/carers have signed Appendix 1 and that Appendix 1 is attached (And Appendix 2 if appropriate).

A copy of this form should be sent to the pupil's parents/carers on a weekly basis.

Date	Pupil's Name	Pupil's Date of Birth	Time	Name of Medication	Dose Given	Any reactions to the medication	Signature of Staff)	Print Name

APPENDIX 6

**SUPPORTING CHILDREN WITH MEDICAL NEEDS IN SCHOOL
The Administration of Medicines in School**

STAFF TRAINING RECORD – ADMINISTRATION OF MEDICINE

Example of form for recording training for staff

Name:

.....

Type of training received and medication covered:

.....

Date training completed:

Training provided by:

I confirm that has received the training detailed above and is competent to carry out any necessary administration of medication.

Trainer's signature: Date:

Suggested Review Date:

I confirm that I have received the training detailed above

Staff signature: Date:

Headteacher's signature: Date:

Model Policy for Administration of Medication in Schools

(Name of School)

- The Governors and staff of *(name of school)* wish to ensure that pupils with medical needs receive care and support in school. Pupils should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school trips etc.
- The Headteacher will accept responsibility for members of school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.
- Medication can only normally be accepted in school where it has been prescribed by a doctor or other medical professional. In other cases, eg where a pupil suffers regularly from acute pain, such as migraine, parents may request and must supply appropriate pain killers for their child's use. Aspirin will not be permitted or administered unless there is written authorisation from a medical professional for this to be administered.
- Medication both prescription and non-prescription provided in a secure and labelled container can only be administered to pupils where parents **provide** such medication to the school and parents must specifically **request in writing** that the school administers it.
- Parents must also specify in advance at what times/intervals and what dose of the non-prescription medicine is to be given. It must never be left for staff to diagnose or decide where and when the non-prescription medication is required or administered.
- If the non-prescription medication is to be taken with other prescribed medications parents must certify to the school that the non-prescription medication has been administered to the pupil without any adverse effect and that approval for the combined administration has been obtained from a medical practitioner.
- Non-prescription medication should not be administered over a long period of time. If non-prescription medication is required to be administered for more than a day or two then parents must seek medical advice and a medical practitioner must authorise its continued use.
- The requirements in the policy as to requests, consent, provision of information, labelling, etc, of prescription medicines also apply to non-prescription medicines.
- Medication, both prescription and non-prescription, will not be accepted without a written parental request and clear instructions as to administration. This should be provided in conjunction with the GP or other medical professional as appropriate. Either the parent, or the pupil himself/herself if over 16, must make the request. The Headteacher's agreement to the administration of any medication must be sought.
- The Headteacher will consider in each case the nature of the medication to be administered, any potential risks and all other relevant information before deciding whether in any particular case medicine can be administered in school. Where there is concern about whether the school can meet a pupil's needs the Headteacher should seek advice from the school nurse or doctor, the child's GP or other medical adviser.

- Each item of medication must be delivered in its original container and handed directly to the Headteacher or person authorised by the Headteacher. The school will not accept medication which is in unlabelled containers.
- Where a pupil travels on school transport with an escort parents/carers should inform the escort of any medication sent with the pupil or should hand the medication to the escort for transporting to the school.
- Each item of medication must be clearly labelled by the parent with the following information:
 - Pupil's name
 - Pupil's date of birth
 - Name of Medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements (if necessary)
 - Expiry date
- Where appropriate pupils will be encouraged to self-administer their own medication under staff supervision. Parent/carers of pupils under 16 will be asked to confirm in writing their consent to this. The Headteacher must approve pupils carrying and administering their own medicine. In deciding whether to permit this the Headteacher will take into account the nature of the medication, the age of the pupil and the safety of other pupils.
- Where pupils require medication to be administered schools should seek a view from the Nursing Service as to whether there are alternative approaches to the administration of medication as well as to seek clarification from the Nursing Service of the care plan which is prepared for school staff undertaking the pupils' care
- Staff who volunteer to assist in the administration of medication must receive appropriate training/guidance identified by the Headteacher in liaison with Health professionals.
- The Headteacher or his/her representative will seek the advice of healthcare professionals on the type of training required for each authorised member of staff and what types of medication that training covers.
- Unless otherwise indicated, all medication to be administered will be kept in a locked medicine cabinet.
- The school member of staff administering the medication must record details of each occasion when medicine is administered to a pupil.
- If pupils refuse to take medication, the school staff should not force them to do so. The school should inform the child's parents as a matter of urgency, and may need to call the emergency services.
- Parents/carers should be advised that it is their responsibility to notify the school of any changes to a child's medication. Parents/carers should also inform the school of any other circumstances that may affect the administration of medication or of the child's reaction to the medication. (Schools should consider having procedures requiring parents at regular

intervals – termly/annually – to confirm that the information currently held by the school is correct.)

- The procedures to be followed to implement this Policy are set out in the Procedures below and the appendices.

Administration of Medication in Schools

Procedures

- 1 Parents and carers are responsible for supplying school with all necessary information regarding their child's condition and medication. This should be provided in conjunction with the GP or other medical professional as appropriate. This information should be recorded on a standard form which records the request of the parent to the administration of medication which should be updated regularly – **Appendix 1**. A signed copy of this form should be kept in an accessible place near to the medicine, a copy on the pupil's file and a copy given to parents.
- 2 There is an additional form to be completed by parents where pupils require several medications – **Appendix 2**. Parents should also sign this form to confirm that the combined medications have been administered to the pupils without any adverse effect and that approval has been obtained for their combined administration from a medical practitioner.
- 3 If the Headteacher agrees s/he will confirm in writing to the parent that a named member of staff (authorised by the Headteacher) will administer medicine to the pupil. The named member of staff will also confirm in writing that they will supervise the pupil whilst they take their medication – **Appendix 3**.
- 4 Medication can only be administered to pupils where parents **provide** such medication to the school and parents must specifically **request in writing** that the school administers it.
- 5 All items of medication should be delivered to a named member of school staff by parents, carers or escorts employed by the authority. The name of that member of staff must be recorded on **Appendix 1**.
- 6 Where a parent of a child under 16 requests that the pupil carries and administers his/her medication they should complete **Appendix 4**. The Headteacher will decide whether to grant this request taking into account the pupil's age, understanding, the nature of the medication and the safety of other pupils. If s/he decides to approve this arrangement **Appendix 3** must be completed and returned to the parent(s).
- 7 In all other cases parents should be notified in writing that all medication should be delivered to school directly into the keeping of either the Headteacher or authorised person in a secure and labelled container as originally dispensed.
- 8 Each container should be clearly labelled with the following:
 - Name of medication
 - Pupil's name
 - Pupil's date of birth
 - Dosage
 - Dosage frequency
 - Date of dispensing
 - Storage requirements (if applicable)
- 9 Parents should be asked to make it clear whether medication needs to be kept in school or should be collected at the end of the day.

- 10 Unless otherwise indicated, all medication to be administered will be kept in a locked medicine cabinet (*the school will need to identify here where the cabinet is located, who will have access to it etc.*). Advice on storing medication is contained in paragraphs 65-69 of the Good Practice Guide "Supporting Pupils with Medical Needs" which schools are advised to consider in drawing up their own school policy and procedures.

Documentation

Appendix 1	Request Form and Instructions
Appendix 2	Additional Form where several medications are required
Appendix 3	Confirmation to parents of Headteacher's agreement
Appendix 4	Request for pupil to carry and administer own medication
Appendix 5	Record of Medication Given
Appendix 6	Staff Training Record