

LYNDHURST HOUSE SCHOOL

MANAGEMENT OF MEDICINES

POLICY

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Management of Student Medication

Assisting a Child Taking Medication at School:

At Lyndhurst House School we do not make any requirement for any teacher to agree to administer medicines. There is no legal or contractual duty on school staff to administer medicine or to supervise a pupil taking it. This is a purely voluntary role and is recognised as such by the DfES. While teachers have a general legal duty of care to their pupils, this does not extend to a requirement to routinely administer medicines. Individual teachers are allowed to make their own decision with regard to whether they are willing to take responsibility for administering prescribed medicines.

When absolutely necessary, provision may be made for pupils to be given prescribed medications during authorised school activities.

Where agreement has been reached between the parent/legal guardian, the headmaster, and a teacher or other adult person on the school staff authorised by the headmaster to give medication to a pupil, the recommended guidelines below should be observed.

General

- a) Should medication prescribed by the pupil's medical practitioner be required to be taken by the pupil while at school or involved in school approved activities, a parent/legal guardian must, in the first instance, make a written request to the headmaster.
- b) A teacher or other adult person on the school staff authorised by the headmaster to give medication to a pupil, may accept responsibility to give medication to a pupil while at school or while involved in school-approved activities, following such written request from a parent/legal guardian.
- c) Where an authorised teacher or other adult on the school staff, is to assist in giving medication, the instructions written on the medication container by the pharmacist at the medical practitioner's direction should be followed. The teacher or other authorised person should **not** accept the instructions solely of the parent/legal guardian. The pharmacist/chemist will write frequency and amount - not times. Parent could state time last given and requested time to be given. The instructions on the medication container need to indicate specific times at which medication is to be given. **ALL MEDICINES MUST BE CLEARLY LABELLED AND NAMED.**
- d) At no time should any medication provided for one pupil be used for another pupil. At all times, medication must be kept in a secure place. For those pupils who need an inhaler at school, parents should provide two spare inhalers – one for the Office, and one for the Games First Aid Box. Pupils may be responsible for their own inhaler if parents have written to the headmaster requesting permission.
- e) All unused medication is to be returned to the parent/legal guardian of the pupil.
- f) The first dose of any new medication must not be given at school due to the possibility of developing allergies.
- g) Medication not in the prescribed container must not be given.

Oral Medication

- a) A teacher or other adult person on the school staff authorised by the headmaster to give medication to a pupil, may give oral medication, provided it is given strictly in accordance with the instructions written on the medication container by the pharmacist at the medical practitioner's direction and is requested by a parent/legal guardian in writing.
- b) Non-prescribed oral medications (such as analgesics and over-the-counter medications) will never be given by teachers or other persons on the school staff.

Injections

- a) As a general principle teachers or other persons on the school staff must not give any injections.
- b) There may be certain circumstances however which may require exemptions such as a person's severe allergy to a substance which when it occurs will cause death by anaphylactic shock. In such instances Adrenaline may be lifesaving given in the form as prescribed by the medical practitioner. Following a written request from a parent/legal guardian to the headmaster, teachers or other adult persons on the school staff who are authorised by the headmaster to give medication to a pupil, and who:
 - (i) are experienced in the procedure of giving such injections; and
 - (ii) are willing to give such injections.

may then only give such injections in circumstances where:

- (i) there are full written instructions from the medical practitioner on giving of such injections; and
- (ii) an explanation is given by the medical practitioner of possible complications arising from the giving of such injections;
- (iii) this is deemed an emergency procedure on written advice by the medical practitioner.

The recipient may be able to self-administer if capable at time of necessity.

Epi-pens

It is a requirement that if a child has to bring an Epi-pen to school, then two such pens **must** be provided for pupils in the Pre-Prep, and four for pupils in Years 3 to 8 (in order that the Games staff have access to them from the Games First Aid box).

Record Keeping

- a) An official Register for Pupil Medications must be maintained and must contain a record of all occasions when medication is given to a pupil.
- b) Each entry in the Register is to be completed by the authorised person giving the medication, immediately after the medication is given.
- c) Each entry in the Register must contain the following:
 - (i) the date the medication was given;
 - (ii) the time the medication was given;
 - (iii) the name of the student receiving medication;
 - (iv) the name of the medication given;
 - (v) the exact dosage of medication given;
 - (vi) the name of the person on the school staff authorised to give medication to the student the signature of the person giving the medication; and
 - (vii) the signature of the headmaster or delegated responsible person.
- d) The written request from the parent/legal guardian who requested the giving of medication must be held and kept with the Register.
- e) In effect, the documentation referred to in (d) above represents an agreement among the parties as to the arrangements made in respect of the medication.

This policy was ratified by the Health and Safety Committee on 26th January 2010, and will be reviewed annually by the Health and Safety Committee.

Date of next review: January 2011

**LYNDHURST HOUSE SCHOOL
MEDICAL FORM**

Boy's full name: (PLEASE PRINT)

Date of Birth Age
Class.....

1. In case of emergency, it is essential that the School can contact either/both parents, or a responsible person. Please give the following telephone numbers.

Mother: Home Father: Home

Work Mobile Work: Mobile

Address: Address:.....

.....

2. Emergency contact (e.g. Grandparent/Aunt/Uncle/Friend)

Name Relationship

Home Work Mobile

Address:.....

3. G.P./Surgery

Dr. Telephone

Address:.....

4. Medical History: Does your child have any specific disability, serious illness or contagious diseases – e.g. epilepsy, asthma, hepatitis, aids etc. or any allergy, please state details below advising treatment.

If medication is required on a regular basis (e.g. ventolin) please list medication, and time to be used on medical authority form overleaf. (Spare copies available from the School Office.) If your son uses an inhaler, please provide 2 for the Office; if your son has an epi-pen, please provide 2 for pupils in the Pre-Prep and 4 for pupils in Years 3 to 8.

Health Problems.....

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Allergies.....

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5. Please do not send your son to school if he is manifestly unwell, or has head-lice.

6. Please notify the School if your son is diagnosed as having chicken Pox, German Measles, or other contagious diseases.

Parent's signature Date

(THIS FORM IS TO BE RETURNED TO THE SCHOOL OFFICE ON OR BEFORE YOUR SON'S FIRST DAY AT SCHOOL)

Lyndhurst House School

Medical Authority Form

Date		
Child's Name		
Class		
Name of Medication		
Prescribed Dose		
Time to be given		
Time last given		
Period of Authorisation	From	To
Comments		
Parent's/legal Guardian's Signature		

