

# HAMILTON COLLEGE

## POLICY AND PROCEDURES FOR THE ADMINISTRATION OF MEDICATION

As a school community it is important that we provide an environment that facilitates all pupils, regardless of their health difficulties, to be able to attend school. This is an important aspect of the government's drive to be inclusive and it is this that has made us work on a policy that can do exactly that.

At Hamilton College there are a number of members of staff who have undertaken basic First Aid at Work qualifications. However, they are not trained Nurses or Doctors and therefore the issues surrounding the administration of medication must not be taken lightly. This policy reflects current national guidance and advice from qualified Medical Staff.

### Key principles:

- We strive to ensure that all staff are aware of the most common serious medical conditions affecting children in this school.
- It is our aim that all staff are aware of how to summon emergency help.
- The school has a system for the rapid summoning of a first aider to an emergency scene.
- Hamilton College will NOT purchase or store any medication other than what has been supplied by parents and which is in accordance with the guidance outlined by this policy.
- All medicines deemed suitable will be administered as part of a shared Healthplan for each child, agreed in advance between the school and the parent. (Forms downloadable from school website.)
- All medication that can be administered under the terms of this policy will be done under the supervision of a first aider.
- While the school will assist in the reminding of younger pupils, the responsibility to ensure the child attends the designated first aider, at the appropriate time for receipt of medication, lies with the child and his/her parents.
- Medication could mask a serious illness that requires proper medical attention. If a pupil feels unwell or has pain of any kind relevant to a known medical condition declared in their Healthplan (see below), his/her prescribed medication stored for this condition will be administered and his/her parent or guardian advised. However, in all other situations where a pupil takes acutely unwell, NO medication will be administered and the decision whether the child remains in school or is taken home, will rest with the parent advised by the member of the first aid team on duty.

## 1 Is the medication suitable?

### *Suitable medication:*

- Any prescribed medication for potentially life threatening conditions such as asthma, anaphylaxis, and diabetes. There will be other similar conditions that fall into this category.
- Any medication that has been prescribed by a Doctor for a temporary illness
- Any medication that has been prescribed by a Doctor for an injury or other long term condition

### *Unsuitable medication:*

- Any medication that has NOT been prescribed by a Doctor
- Any 'across the counter' painkillers or other medications that have not been prescribed

## 2 What should parents do?

### *Regular (Long Term) Medication*

- Ensure that any prescribed medication brought to school is contained in its original, properly labelled bottle or box, from a pharmacy and accompanied by a completed Healthplan (**FORM A**).
- Once the completed Healthcare Form and medication have been received, parents will be asked to complete a Medicines Receipt Form (**FORM B**). This will state the date on which any medicine must be removed and/or replaced.
- Ensure that medication is kept up to date and that out of date medication is removed and disposed of safely.
- Where the administration of medicine requires the use of a needle, parents should provide a sharps box, obtained on prescription from their GP or paediatrician and labelled with the child's name. This will be kept in a lockable cupboard in the vicinity of the medication store.
- The school reserves the right to take any medication, not removed within one week of its expiry date, to a pharmacy for safe disposal. A charge of £10 will be levied if this is required.

### *Short Term Medication*

- If a child requires medication for a short period of time, which has to be administered during school hours (for example antibiotics) parents are requested to complete the Medication Receipt Form (**FORM B**) and return this along with the medication to the school.
- The school reserves the right to take any medication, not removed within one week of its expiry date, to a pharmacy for safe disposal. A charge of £10 will be levied if this is required.
- A request for an older pupil to keep any other medication on their person (for example medication for migraines or period pains) can be made using Permission for Across the Counter Medication (**FORM C**). This form should be returned to Mrs Arneil.

### 3 How will medication be stored?

- Asthma and anti anaphylaxis, e.g. EPIPEN, medication may be kept with the child, provided he/she is deemed to be responsible in the way he/she uses and handles the medication. Any other medication provided, will be stored in a cupboard or in a refrigerator, if that is required. These will be stored in the First Aid room which is locked overnight. However, any medication brought into the school premises must be notified to the school using the Healthplan (**FORM A**) and/or Medicines Receipt (**FORM B**) as above.

### 4 How will medication be administered?

- Older pupils may take their own medication\* under the supervision of a first aider.
- Younger pupils, who are not able to take medication themselves, will be assisted by a first aider, but no child will be forced to have any medicine. In the case of a child refusing to receive a medicine, the school will contact the parent/guardian named in the Healthplan. All administration of medicines within the school will be recorded in the Healthplan relevant to each child. These administration records will be stored with the medication in the First Aid room which is locked overnight.
- Parents may ask to see these records at any time during school hours.
- In the case of an acute and unscheduled administration of medicine being required, e.g. in an emergency situation, the parental contact given in the Healthplan will be advised.
- In the case of Junior School pupils, information in the Healthplan will be shared with their teacher. Senior school pupils information will be shared with the Pupil Support teacher and other members of staff where necessary.

\* ***All controlled drugs require the signature of two members of staff to be administered, of which one must be a first aider.***

Any medication taken on a school trip or outing will follow the same procedure with the same limitations. Any illness or accident on a trip will be referred to a hospital or medical centre, if the teacher in charge is in any doubt as to the severity of the illness and parents will be notified.

***There may be a slight variation to this policy for residential trips and this will be indicated on the appropriate consent form completed before trip.***

During hot weather parents should ensure that their child has appropriate sun screen that they can put on themselves. For Junior School children this should be in the form of roll-on or stick and this should never be shared with another child in case of cross infection. (See policy on use of sunscreens)

A first aid kit will be carried on all trips and outings for minor accidents and a plaster may be used.

**IF YOUR CHILD IS ALLERGIC TO PLASTERS**, please include this information on the annual consent form.