Airedale Academy

Administration of Medicines in School

Definition

Pupil's medical needs may be broadly summarised as being of two types:-

(a) Short-term:- affecting their participation in school activities whilst they are on a course of medication.

(b) Long-term:- potentially limiting their access to education and requiring extra care and support (deemed Special medical needs)

Rationale

The Children and Families Act, 2014 places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused or excluded from school on medical grounds alone.**

Responsibilities

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and has a duty to supply the school with information about any medication their child is taking. Airedale Academy recognises that many pupils will at some time need to take medication in school and that the school has a duty of care to pupils during the school day. Airedale Academy will do all that is reasonably practicable to safeguard and promote children's welfare.

All staff are expected to maintain professional standards of care though they have no contractual or legal duty to administer medication. Medication at Airedale Academy is managed by a number of key First Aiders who have been given training to administer First Aid and /or medication to pupils.

The Academy will make available to staff on a yearly basis training on certain conditions that may require swift action by the teacher, for example the use of an Epi pen. Staff will also have available to them through the SIMs system and noticeboards in the staffroom and office information regarding particular students for which they have charge.

Guidelines

Records:-

On admission to the school, all parents will be required to provide information giving full details of :

- Medical conditions
- Allergies
- Regular medication
- Emergency Contact Numbers

- Name of the family doctor/consultant
- Special requirements

At the beginning of each academic year all parents will be required to up-date the medical form. If a child's Medical Condition changes throughout the school year, parents are required to inform the school of this change.

Administration of Medicines in school.

The school expects that normally parents will administer medication to their child, however the Academy accepts that pupils with medical needs should be assisted if at all possible by Key members of First Aid trained staff to administer medication when directed by the Parent.

Expectations:-

- Parents will be encouraged to co-operate in training their child to self-administer medication where-ever possible. Members of staff will only be asked to be involved if there is no alternative.
- Where parents have asked the school to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a container with the typed name of the child with the prescription and dosage regime printed clearly on the outside. Any medication not presented properly will not be accepted by school staff.
- Any intimate or invasive treatment would not normally be allowed to take place in school, however in exceptional circumstances the Principal is authorised to agree to it. Two adults must be present when this from of medical treatment is required and one of the adults at least should be the same gender as the child being treated.
- That employees will consider carefully their responses to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately. A written log will be kept of any medication given in school.
- The Academy will liaise with the School Nursing service for advice about a pupil's special medical needs, a Health Plan will be filled in after consultation with the relevant practitioners has taken place. (Epilepsy/diabetes)
- Any student with a long-term medical need will find that the Academy will do all that they reasonably can to support the student. Each case will be determined after discussion with the parents and in most cases the family Doctor. The Governors reserve the right to discuss this matter with a medical advisor of their choosing.
- Medication will be kept under the control of the school administration office unless other arrangements are made with the parent.
- Normally the administration of medication will only be done in school at breaks and lunchtimes.
- Any medicines brought in to school by the staff, for example headache tablets or inhalers for personal use should be stored in an appropriate place and kept out of reach of any pupil. Any staff medicine is the responsibility of the individual and not the school.

Staff Indemnity

Airedale Academy fully indemnify all staff against claims for any alleged negligence, providing they are acting within their conditions of service.

The indemnity covers situations where an incorrect dose is administered or where any other mistakes in the procedure is made.