



St Illtyd's Catholic High School, Cardiff

Policy for Managing Medicines

The governing body recognises that many pupils will at some time need to take medication at school. While parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and the governing body wishes to do all that is reasonably practicable to safeguard and promote children's welfare.

Staff Indemnity

The LA/governing body fully indemnifies all staff claims for any alleged negligence, providing they are acting within their conditions of service and following governing body guidelines.

The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The LA/governing body will meet any claims in these circumstances.

Records

On admission of the pupils 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 family doctor/consultants
- Special requirements (e.g. dietary)

It is the headteacher's decision as to whether or not school staff can administer medication to students in school. Where the headteacher agrees to accepting responsibility for school staff administering or supervising children taking their medication during the school day, then staff must volunteer to do so. There is no legal or contractual obligation for teachers to give medication to students.

Medication must not be given to any students under the age of 16 unless there is written consent by the parents. Staff who volunteer to administer medication to a students need to check; the name of the students, written instructions provided by the GP or parent,

the prescribed dose, and the expiry date of the medication. If the member of staff is in any doubt regarding any of the procedures, then advice should be sought from the child's parents or GP.

Students sometimes ask for painkillers (analgesics) at school, including aspirin and paracetamol. **School staff must not give non-prescribed medications** to students because they may not know whether the student has taken a previous dose, or whether the student has taken a previous dose, or whether the medication may react with other medication being taken.

Administration of Medication

- Parents should be encouraged to ask their GP if it is possible for the timing of doses of any medication be set for outside normal school hours. Wherever possible, the parents of students requiring medication during school hours should attend the school to administer the medication to their children.
- The headteacher, with the support of the school governing body, agrees to the administration of medicines in school.
- Any member of staff who agrees to administer medication to students does so on a voluntary basis.
- Staff who volunteer to administer medication must receive correct training before being allowed to administer medication to any student.
- If medication is to be given during school hours, the school must receive a completed ***Request for the School to Administer Medicine*** form from the student's parent.
- It is necessary for the headteacher to formally agree to the request before any medication is administered. This will be done through the completion of the school's ***Headteacher Agreement to Administer Medication*** form. A parent should not assume that medicines will be administered unless this form has been received.
- Staff who administer medication to students must record all details on the school's ***Record of medicines Administered to all Children***.
- Any adverse effects experienced by the student following the administration must be reported to the parent (either immediately or at the end of the school day depending on severity).
- If the student refuses to take his/her medication, then they should not be forced to do so. Parents must be informed if a student refuses medication. If a student refuses medication in an emergency situation (for example: adrenaline injection in the case of anaphylaxis), then professional medical help must be requested and the parents informed immediately.
- Staff should ensure that the privacy and dignity of the student is maintained as best as possible, even in an emergency situation.

Storage of Medication

- The school will not accept any medication which is not in its original container.
- All medication must be clearly marked with the student's name and class.

- With the exception of: asthma inhalers, medication which needs to be kept refrigerated, and medication which may be needed urgently in an emergency, all other medication must be kept in a locked cabinet/container.
- It is the headteacher's responsibility to ensure that all staff are made aware of where the key to the medicine cabinet is kept.
- Any medication which requires refrigeration must be stored in a fridge to which only staff have access. The medication must be kept in an airtight container which is clearly marked with the student's name and class.
- Students considered mature enough to take responsibility for their asthma inhaler are allowed to carry them on their person provided that a formal request has been made by the parent.
- During off-site activities, any medication which may be needed should be carried by the member of staff in charge of the activity or a member of staff with first aid training. Students who may urgently require their medication should be in a group which is supervised by the member of staff carrying the medication. Students considered mature enough to take responsibility for their asthma medication should be allowed to carry them on their person provided that a formal request has been made by the parent.
- Staff should never transfer medication from its original container to another container except in the event of the original container being broken. In such an instance, the alternative container must be clearly labelled with all of the information held on the label of the original container. The parent must be notified in the event of any damaged containers.
- School staff must not dispose of any unused medication. This is the responsibility of the parent. Any unused medication must be collected by the parent at the end of every half term. In the event that the parents are unable to attend the school, then the school nurse will be able to assist with the disposal of unused medication left in school. If a student's medication runs out or expires, it is the responsibility of the parents to replenish it.

This Policy has been accepted by the School Governing Body and implemented on:

..... / / (date)

(For review in two years time)

Signed: _____ (Chairperson)