



Medication Management (Administering Medication Policy)

Company: Star International School 24b Street Mirdif Dubai	Effective Date : 03.09.2018 Revision Due Date : 25.06.2020 First Edition Date : 23.06.2016 Edition No: 3
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There are pupils who may need to take medication during school hours for long or short term medical needs, or in emergency situations. The most common ailments suffered by pupils requiring such medication include asthma, epilepsy, diabetes and anaphylaxis. Due to the rise of such ailments, staffs are increasingly being asked to administer medication to pupils.

Although the staff's condition of employment does not include giving medication or supervising a pupil taking it, staff may volunteer to do this.

Who is responsible for administering medication

The prime responsibility for a pupil's health rests with the parent/guardian. However, to enable pupils requiring medication to participate as fully as possible in school activities the School may agree to assist a child with medical needs.

The Employer will ensure that all staffs acting within the scope of the Pupil's Health Care Plan as well as within their terms and conditions of employment will be indemnified for all actions taken that are associated with the administration of medicines.

The responsibility of the Employer/Board of Governors is to make sure that safety measures, which cover the needs of the pupil and staff, are outlined in the School's Health and Safety policy. This may mean special arrangements for particular pupils in managing and administering medication. The policy should cover the school's approach to taking medication.

Short term medication

Should any prescribed medication be deemed necessary during the duration of the school day, parents or guardians must hand that medication to the school staff during drop-off. They will be asked to complete and sign the "Request by Parent for school to administer medication" form. Ideally the school nurse should also be contacted via telephone or email to confirm the dosage and reason for the medication. The medication will be delivered by the school staff to whom it was given to be kept in the school clinic for the school day. The school nurse should supervise the taking of this medication. At the end of the school day the parents/ guardian of the child can collect the medication from the school nurse in the clinic at pick-up.

There are times when pupils request painkillers at school including paracetamol. School staff should not give non prescribed medication without prior written or telephone consent from the parents/guardian as staff may not be aware of any previous dose taken or whether the medication will react with other medication.

A member of staff should supervise the taking of the medication and notify the parent in writing on the day the painkillers are taken. Slip notification for giving painkillers should be stuck in the communication book of the pupil.

If a pupil suffers from acute pain regularly, e.g. migraine, the parents should authorise and supply the painkillers for their child.

No pupil under 16 should be given medicine without the parent/guardian's written or telephone consent.

Prescribed medication- long term medical needs

Some pupils may have medical conditions which will require regular administration of medication in order to maintain their access to education. These pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and with support from the school can take part in most normal school activities.

In some cases pupils with medical needs may be more at risk than their classmates. The school may need to take additional steps to safeguard the health and safety of such pupils. In a few cases individual procedures may be needed, i.e. (Form Pupil's Health Care Plan).

Pupils health care plan

- When a parent requests a medication to be administered to a pupil at school, the school should discuss the pupil's condition with the parent and the implications of the pupil's medical condition with the appropriate staff and where necessary draw up a Health Care Plan.
- A written request together with a statement of the pupils condition and requirements must be made available to the school (**Form Request by Parent for School to Administer Medication**);
- The school must decide on the way in which the school will meet the pupils requirements (**Form School's Agreement to Administer Medication**);
- Ensure appropriate training is available from medically qualified persons, i.e. Pupil's GP, Nurse, School Doctor.
- The school must ensure that a sufficient number of staff are trained in order to cover absences (**Form Staff Training Record**);
- Two members of staff are always present when administering medication which could expose staff to allegations of assault or sexual abuse. e.g. administering rectal Diazepam;
- Train staff on how to call emergency services.

Emergency procedures

- All staff should know how to call the emergency services.
- All staff should also know who is responsible for carrying out emergency procedures in the event of need.
- Guidance on calling an ambulance (Form Emergency Planning).

Storage of medication

- Some medicines may be harmful to anyone for whom they are not prescribed. Where a school agrees to administer this type of medicine, the Employer has a duty to ensure that the risks to the health of others are properly controlled.
- The School must ensure that:
 - the medicine container is labelled with the name of the pupil, dose and frequency of administration and any expiry date;
 - where a pupil requires two or more medicines, these should be kept in their original container and never transferred to another container;
 - medicines are kept in a secure cupboard
 - the trained staff and the pupil know where the medicines are stored and who holds the key;
 - a record is kept of all medication administered
 - a regular check is made to ensure that a medicine is not out of date, e.g. Epi-pen

School trips

Sometimes the school may need to take additional safety measures for outside visits. Arrangements for taking any necessary medication will also need to be taken into consideration.

Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular pupil.

School transport

The Employer must make sure that pupils are safe during home to school transport journeys. Most pupils with medical needs do not require supervision on school transport, but the Employer should provide appropriately trained supervisors if they consider them necessary.

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