

## **HILL VIEW SCHOOL**

**Adopted Feb 2010, Amended Sept 2010, Reviewed July 2011, Reviewed Oct 2012,  
Reviewed Nov 2013, Reviewed Nov 2014, Reviewed Jan 2017**

### **Policy Statement for the Administration of Medication to a Child**

Regular school attendance is vital for every child and Hill View School will do all it can to support parents in their child's regular attendance. Nevertheless, from time to time every child will become ill and may require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete. There are, however, a few exceptions:

- When a child has almost fully recovered and simply needs to complete a course of medication (eg antibiotics) for a day or so.
- When a child is prescribed medicine by the doctor that has to be taken on a regular basis for a long-term illness or complaint.
- Where a child suffers from asthma (or any other occasional ailment) and may need to use an inhaler. Where equipment such as an inhaler is necessary, we strongly encourage children to take personal responsibility for these items as soon as is practical. The parent is responsible for ensuring that the inhaler is in school and is in date. They are welcome to come into school and check the dates, provided that they report to reception first.
- Where a child suffers from an allergy that may require administration of an Epi-pen. The parent is responsible for providing the school with two Epi-pens (one to be kept in class and one in the staff room) and to ensure that both Epi-pens are in date. They are welcome to come into school and check the dates, provided that they report to reception first.

### **Legal Aspects**

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. ***This is purely a voluntary role.***

Therefore, parents are required to administer their child's medicines and can attend school at an appropriate time of day to administer medicine to their child. Parents must sign in at reception.

An exception will be made, if it is not practical for the parent to attend school (due to other commitments). The designated persons who can administer medicine (in school) and only if the parent has completed the "Medicine Consent Form", are the Headteacher, the Deputy Headteacher, the School Business Manager or the School Administrators. For residential school trips, one member of staff attending the trip will take responsibility for administering medicines.

Please see guidance below regarding inhalers and Epi-pens.

### **Administering Medicines**

The designated person will not administer any medicine, including paracetamol, without parental approval first. The "Medicine Consent Form" will need to be completed by the parent.

- It is the child's responsibility to go to the Headteacher's or School Office at the required time to take their medicine.
- The medicine provided must be in the original container.
- The medicine will be kept in the School Business Manager's Office.
- It is the parent's responsibility to ensure that their child's medicine is clearly labelled with their name and dosage.

- In the case of a long-term illness where medicine will be required on a regular basis, it is the parent's responsibility to ensure that the medicine is replaced when required.

## **Record Keeping**

The parent must complete the "Medicine Consent Form"

The Headteacher or the delegated member of staff, will complete the "Medicine Record Sheet" (with the exception of inhalers and Epi-pens).

## **Administration of an Epi-pen**

Medication for a serious allergy may be kept in the classroom. An Epi-pen should be provided by the parent and it is the parent's responsibility to replace the Epi-pen on a regular basis and to ensure that it is in date. A first aider or an appointed first aider who has been trained in administration of an Epi-pen can administer an Epi-pen to a child.

We currently have four trained first aiders and some of our teachers and teaching assistants are appointed first aiders. Our staff will receive Epi-pen training as and when required and notified by the School Health Team. This will only be necessary if we have a child in school that requires an Epi-Pen for a serious allergy.

## **Administration of Inhalers**

Medication for asthma may be kept in the classroom. An inhaler should be provided by the parent and it is the parent's responsibility to replace the inhaler on a regular basis and to ensure that it is in date and not empty. Inhalers will be kept where the children can have easy access to them. It is preferable that children are able to administer their own inhalers. However, in particularly young children (ie: those children in Foundation Stage or KS1), a member of staff may assist in administering the inhaler. However, a parent will be required to complete a "Medicine Consent Form". Administering medicines is purely a voluntary role and the member of staff may choose to telephone the parent to come into school to administer the medicine.

## **Residential School Trips**

One member of staff who is attending the residential trip will take responsibility for medicines whilst the trip takes place. For all residential trips the "Residential Medical Form" must be completed for every child by the parent/guardian. For those children requiring medication during the trip, parents must complete a "Medicine Consent Form" and provide all medicine, clearly labelled with child's name and dosage information in a clear, sealable plastic bag (ie: a freezer bag).

***This policy supports and complements Hill View's Safeguarding policy to ensure the school takes all necessary steps to protect the welfare of all children in our care.***

A copy of this policy is included in Hill View School's Safeguarding Portfolio which is held in the staff room, a hard copy is available on request from the school office and it can be viewed at any time through the school website. [www.hillview-school.co.uk](http://www.hillview-school.co.uk)

Copies:            Parents if and when required  
                      Staff Handbook  
                      H&S File  
                      Safeguarding Portfolio

**HILL VIEW SCHOOL  
Medicine Consent Form**

**Parents : please note - there is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. *This is purely a voluntary role.***

Please use block print throughout:

Child's name:

Date of Birth:

Class:

Year:

Name of Doctor:

Surgery:

Surgery Tel No:

Medication Name:

Dosage:

Frequency:

Our storage facility for medicine is limited. Medicine will not be stored in a fridge unless you specifically request this in the "any special guidance" section below.

Any special guidance (ie: storage or dosage):

PARENT / GUARDIAN CONSENT. Please read and then sign.

***This task is being undertaken voluntarily and in a spirit of general care and concern. We will make every effort to administer this medication on time and as required, but the child is responsible for attending the Headteacher's office at the relevant time. The Headteacher (or a member of staff administering an inhaler) can make no absolute guarantees and may decline to accept responsibility.***

Parent Name:

Signed :

Date:



## Hill View Primary School - Educational Residential Visit

### Essential Information.

<b>PERSONAL DETAILS</b>	
Child's Full Name	Date of Birth
Address	Name of next of kin (to be contacted in case of an emergency)
Home Telephone Number	Mobile Telephone number #1  Mobile Telephone number #2
<b>MEDICAL INFORMATION</b>	
Please write in all boxes if 'not applicable' write N/A	
Name of Doctor	
Telephone Number of Doctor	
Medical Card Number (obtain from Doctors surgery) <b>ESSENTIAL!</b>	
Date of last Tetanus injection	
Possibility of bed wetting	
Possibility of sleep walking	
<p><b>Any allergies, medical treatment or other information school should know, i.e. inhalers, diet, and travel sickness.</b></p> <p><b>Written medical instructions must be provided if your child needs medication (please include name of medicine, dosage and frequency etc.)</b></p>	
<p><b>ALLERGIC REACTIONS</b></p> <p>Does your child have an allergic reaction to anything? If yes please state what.</p>	
<p>If yes what treatment does your child require in the case of an allergic reaction?</p>	
<p><b>INHALERS</b></p> <p>Does your child use an inhaler? If yes please indicate which type of inhaler, and the dosage.</p> <p>If your child does use an inhaler please ensure that you provide Miss Dean with a spare inhaler as well as the one your child will carry with them at all times.</p>	

<p><b>TRAVEL SICKNESS</b></p> <p>Does your child suffer from travel sickness? If yes, please provide details of medication and dosage. Also make a note if they need to sit near the front of the bus.</p>	
<p><b>SPECIAL DIETARY REQUIREMENTS</b></p> <p>Are there any dietary requirements that your child may have?</p>	
<p>Please provide any medication that your child may need and hand it in to school in a see through zip lock freezer bag with all the above instructions clearly labelled on the bag. <b>We can only administer medication if you have indicated it on this form and provided the medication with clear and precise instructions.</b> This includes Calpol for headaches etc.</p>	
<p><b>'JUST IN CASE' MEDICATION</b></p> <p>Such as Calpol, hayfever syrup etc.</p> <p>Please indicate if you are providing any medication for your child, along with specific dosages as on the packet.</p>	

<p><b>Any other additional personal or medical information including any recent contact with contagious or infectious diseases.</b></p>	
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<p><b>Declaration</b></p>	<p>I agree that my child may participate in the school trip</p>
	<p>I agree that my child is fit to participate in the activities to be undertaken.</p>
	<p>I give permission for any emergency dental, medical or surgical treatment (including anaesthetic or blood transfusion) to be carried out if necessary whilst my child is away from home.</p>
<p><b>Date</b></p>	<p><b>Signature</b></p>
<p><b>Parent / Guardian</b></p>	<p><b>Printed name of parent</b></p>