

Administration of Medicines Policy

Date	Amendment	Approval
26/09/2016	Changes made to reflect who can administer medicine and where the medicines are stored depending on age of child.	HT
January 2022	Policy Review	HT

AIM:

The aim of this Policy is to ensure that the school has effective management systems in place for administering medicines to pupils.

MEDICINE TAKEN DURING THE SCHOOL DAY

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor, unless the Head Teacher has given specific permission following a written request by parents. Where a doctor has prescribed a medication to be taken 4 times daily, school may administer 1 dose, usually over the lunch period. Where the dosage is 3 times daily, school will not administer any medication as it is possible for parents to administer 3 doses outside of school hours.

Aspirin, paracetamol and ibuprofen will not be administered unless prescribed by a doctor. Parents must complete the medication form before any medicine is administered. Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

MEDICINE ON EDUCATIONAL VISITS

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

RULES FOR ADMINISTRATION

Only trained staff members authorised by the Head Teacher will administer medicines. Before administering any medicine, staff must check:

- the medicine belongs to the child and the child is named on the medication
- that the dosage they are giving is correct
- that the medicine is still within date
- that written permission has been given

School staff will always check the correct dosage as detailed above however, children can self-administer if parents have requested it. Any child refusing to take medicine in school will not be made to do so, and parents will be phoned at that time to inform them that the dose is being missed.

All doses administered will be recorded in the Administration of Medicines book located in the school reception office (for classes Reception to Year 6) and within the Nursery Kitchen for all nursery children.

STORAGE OF MEDICINES

All medicines will be stored safely. Medicines needing refrigeration will be stored in the medication fridge in the staffroom. Some medicines (inhalers, emergency medication etc) will be kept in the child's classroom. All medicines must be clearly labelled.

Controlled drugs or prescribed medicines will be kept in the locked cabinet in the Business Manager's office or within the secure medical box in Nursery's Kitchen if the medication belongs to Nursery Children. Access to these medicines is restricted to the appropriately trained staff. Epi-pens are kept in locked cupboards in relevant children's teaching areas. In the case of Epi-Pens all staff have access to the key which is clearly labelled and accessible.

RECORD KEEPING

Staff will record any doses of medicines given within either of the 2 medicine books, depending on the age of the children. Children self-administering asthma inhalers do not need to be recorded.

ASTHMA

Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

CARE PLANS:

All children with medical conditions are registered on the school management information system. For those children with specific medical conditions that require emergency medical attention, Care Plans are in place. Central copies are held in the staffroom and school office as well as copies in the classroom. These plans are reviewed annually with parents and medical advice from the school nursing team where appropriate.

ADMINISTERING AN EPI-PEN:

Epi-pen – Any member of staff can administer an epi-pen in an emergency.

The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. Cetirizine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the epi-pen. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents should be contacted after this call has been made.

All children carrying an epi-pen have their own care plan and the procedures in place for the individual must be followed.

STAFF TRAINING

Training will be organised when necessary, to update skills and knowledge. Where appropriate, this will be carried out by external agencies e.g. asthma nurse, epilepsy nurse.

PARENTAL RESPONSIBILITY

Parents must inform school of any medical condition which affects their child. Parents are expected to ensure that inhalers are in date, and that medicine is collected from the school office.

EMERGENCY PROCEDURES

In a medical emergency, teachers can administer emergency first aid if necessary. If possible, the school's First Aiders will be asked to attend.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children may be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

FIRST AIDERS

All office staff, teaching assistants and lunch time supervisory staff are School First Aiders and are qualified to administer basic first aid.