



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
May 2023	Policy Review	HT / SIC

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 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, these will usually be administered at home as it is possible for parents to administer 3 doses outside of school hours. An exception to this will be where prescription instructions state time or with main meals.

As a rule, aspirin, paracetamol and ibuprofen will not be administered unless prescribed by a doctor. Should these medicines be required / recommended for a specific purpose or following injury the Headteacher may agree to administer medicine. 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. Any requirement for medication will be completed as part of the risk assessment. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit, ensuring that all record keeping is completed.

Where this includes residential visits and medication normally taken at home, the Trip Lead will meet with parents to ensure clear instruction of the administering of medication and that appropriate paper work is completed and signed by all parties. The Trip Lead is responsible for ensuring the safe keeping of all medication and that administration takes place as appropriate for the duration of the trip.

RULES FOR ADMINISTRATION

Staff administering medication must have completed the appropriate training to do so. Only these staff members are authorised to do so by the Headteacher. 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 that the dose is being missed.

All doses administered will be recorded on the Medication Record Form linked to the child.

All administration of medication should be undertaken with 2 staff members present.

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, with the child or 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.

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. Records of children taking their inhaler should also be recorded on the medication form, held with the child's inhaler.

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. 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 for all or groups of staff. Where appropriate, this will be carried out by external agencies e.g. asthma nurse, diabetes 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.

For those children with care plans, it is the responsibility of the parent to ensure that school are updated with any change of care that impacts on school procedure, training or knowledge of care for a child.

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. The need for emergency services should be shared with a member of SLT who will then coordinate any phone call to parent, assistance to the emergency services and accompaniment of a child to hospital.

FIRST AIDERS

There are a range of staff qualified at different levels of first aid within Viewley Hill Academy. This includes Basic First Aid, First Aid at Work and Paediatric First Aid. This is reviewed by the academy to ensure that school meets at least the expected requirements for first aid in school.