



Administration of Medicines Policy

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[illegible]

1. Aims

- to explain our procedures for managing **prescription** medicines which may need to be taken during the school day.
- to explain our procedures for managing prescription medicines on school trips.
- to outline the roles and responsibilities for the administration of prescription medicines.

2. Definitions

Short Term Medication - this is medication which is needed to allow the pupil to return to the school for a few days or whose administration is for two weeks or less. An example might be completing a short course of antibiotics.

Emergency Short Term Medication - this is medication which parents may approve of for administration as part of a school trip. Examples might be for medication for headaches, insect bites etc.

Long Term Medication - this is medication required to manage a long-term medical need, i.e. asthma, epilepsy, diabetes etc., where the medication will be required for extended periods.

If a child is well enough to attend school, but needs medication?

Children on medication, if necessary, should be kept at home until the course of treatment is complete. However, the school realises that there are circumstances when children attending school need to be given medicine during the school day.

We are mindful of hazards involved in the storage and administration of medicines and tablets during the school day at the request of parents. Whenever possible, parents should accept the administering of medicines as their own responsibility.

Parents should be made aware that:

- School staff may agree to give medicine but **cannot** be made to do so.

There may well be occasions when, for whatever reason, the request from parents for staff to administer medicine cannot be met.

Guidance for parents/carers

3. Prescription Medication

For reasons of health and safety as few medicines as possible should be brought to school. **Only those prescribed by a doctor will be given at school** and after the parent has completed a permission form (which is available from the school office).

All medicines should be in the original packaging and not dispensed into another bottle.

Medicines should be clearly labelled with the child's name, class, date and directions for giving the medicine. We would ask that medicines be kept at home wherever possible. For instance, where it is to be taken "three times a day" it is possible for a child to have a dose immediately before school, another after arriving home from school and a last one at bedtime.

Where medicine needs to be taken more often or at a specific time of the day, it would be preferable for a parent to come into school to administer it. Otherwise, staff may be prepared to give it, providing the above procedures are followed.

Children are not allowed to administer medicines themselves unless supervised by one of the delegated First Aiders. Under no circumstances should parents include medicines with packed Lunches or allow children to carry medication in their school bag.

With the exception of inhalers, **parents must hand medicines to a member of school staff** accompanied by a completed and signed permission form.

4. Non-Prescription Medication

Administration of non-prescription medicines e.g. Calpol, is offered only in exceptional circumstances and at the headteacher's (HT) discretion or, in the absence of the HT, at the discretion of the Deputy Headteacher (AHT). The same guidelines will apply and a permission form must be completed and signed by the parent/carer.

School will only administer non-prescription medication with prior agreement and a form must be completed. School must be made aware of any non-prescription medicines that children may bring in to school e.g. bonjela, nasal sprays etc.

Please be aware that the school reserves the right to refuse to administer any medicine whether prescribed or not. The administration of medicines in school is done voluntarily by adults; it is not a contractual obligation.

5. Record Keeping

Parents should tell the school about the medicine that their child needs to take and provide details of any changes to the prescription or the support required. Parents will complete a "Parental Permission Form" for school to administer medicine. Staff will complete and sign the record sheet book each time they give medicine to a child.

When administering medicine, the adult must complete the 'Medicines Administered Register' showing the date and time and details/dosage of the medication. This must be witnessed counter-signed by another adult.

6. Inhalers

Many children in school are asthmatic and need inhalers. Children who use them need an inhaler labelled with the child's name (Doctors will prescribe these).

Again, inhalers can only be kept in school when parents have filled in the appropriate form from the school office. It is the parent's responsibilities to regularly check the condition of inhalers and make sure they are in date ensuring inhalers are replaced when necessary. Inhalers must be taken on all school visits/trips.

Adrenaline injector pens (Epipens, Jext, Emerade)

Where a child has been prescribed an adrenaline injector the school will make it known to all staff. The pen will be kept in the vicinity of the child. The pen will be clearly labelled with the child's name.

The school will keep 1 extra pen in the first aid room and 1 in the headteacher's office. All relevant staff receive training on the administration of injector pens.

7. Children with Long Term or Complex Medical Needs

It is important that school has sufficient information about the medical condition of any child with long term or complex medical needs. These may be severe allergies or chronic conditions. The school will develop a written health care plan for such children, involving parents and relevant health professionals.

The school keeps a log of all medical needs and any medication required for children with ongoing medical needs including allergies. This is kept in the staffroom.

8. Trips and Outings

School will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits. All trips are accompanied by a qualified first-aider. Planning arrangements will include necessary steps to include children with medical needs and risk assessments for such children. It may be that additional supervision is needed for a particular child. Arrangements for taking any necessary medicine will need to be considered. Party leaders supervising visits should always be aware of any medical needs and relevant emergency procedures. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency. If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they should seek parental views and medical advice from the school health service or the child's GP. As previously stated, Asthma inhalers must be taken on trips with children; it is parent's responsibility to provide a small bag e.g. a 'bumbag' in order for children to carry their own inhalers.

9. Risk Assessment and Management Procedures

All medicines may be harmful to anyone for whom they are not appropriate. Where the school agrees to administer any medicines the risks to the health of all others need to be properly controlled and managed. This duty is set out in the Control of Substances Hazardous to Health regulations 2002 (COSHH). Large volumes of medicines will not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual child.

Medicines should be stored in accordance with the product instructions and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. Where a child needs two or more prescribed medicines each should be in a separate container. Non-emergency medicines will be kept in a secure place not accessible to children. Emergency medicines, such as inhalers, should be readily available to children and not locked away. These are currently stored in the cabinet next to the photocopier. Medicines needing to be kept cool will be kept in the refrigerator in the medical room. Parents are responsible for collecting medicines disposing of them when they are no longer needed.

10. Refusal

If a child refuses their medication, parents will be contacted immediately. We cannot force a child to take their medication and will inform the parent immediately if this occurs.

11. Returning to School After Sickness/Stomach Upsets

Please ensure children do not return to school until 48 hours after their symptoms stop. Further advice can be found on the NHS website.

<https://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx>

School Staff Section

12. Administration of Medicine in School

The school's policy on administering medicines is that no member of staff has any contractual obligation to give medicine, supervise a child taking medicine or assisting in the treatment of a child requiring medicine. We have identified staff in school who have agreed to administer medication.

- Where a child has an ongoing medical condition, the parents will be asked to help complete a **"Health Care Plan"**. A copy will be kept in the Medical File.
- When a child needs medication, but is considered well enough to attend school, the parent must fill in a **"Parental Permission for School to Administer Medicine"**. The form will stay within the Medical File.
- Details of medicines given will be listed in the **"Register of Medicines Administered"** which can be found in the Medical file.
- **Asthma Inhalers** - Advice suggests that children who are acute asthmatics should keep inhalers with them whenever possible. Children will have their inhalers in the classroom, in a bag, under the supervision of the adults. Non-acute cases - these inhalers are currently stored in the cabinet next to the photocopier. Children have free access to these.

All medicines administered in school must be authorised by the office personnel for short term administration. Any long-term medication (more than 5 days) must be agreed by the headteacher.

13. Emergency Planning

The Medical File will be kept in the Medical Room. In the file there is an emergency planning sheet which will act as a prompt if staff have to call for an ambulance.

14. Emergency administration of medication e.g Epi pens

The school will ensure that it has appropriate emergency supplies of necessary medication on site.

All staff are trained in the use of emergency medication.

A first aider or senior staff member will make the decision to administer emergency medicines following the training guidelines.

15. First Aiders

A current list of first-aiders is displayed on the Medical Room door.