

## ADMINISTRATION OF MEDICINES POLICY

### INTRODUCTION

This policy has been formulated from local authority guidance by school staff in conjunction with the Headteacher and with approval by Governors. There is no legal requirement for any member of school staff to administer medicines. Staff are expected to do what is reasonable and practical to support the inclusion of all pupils. Staff who administer medicine must have completed the Administration of Medicines training provided by an LA approved and certified training organisation.

### AIMS OF THIS POLICY

- To ensure the safe administration of medicines to children where necessary and to help to support attendance
- To ensure the on-going care and support of children with long term medical needs via a health care plan
- To explain the roles and responsibilities of school staff in relation to medicines
- To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness
- To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
- To outline the safe procedure for managing medicines on school trips

### ROLES AND RESPONSIBILITIES

#### HEADTEACHER

- To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice
- To ensure that there are a sufficient number of trained staff for the school to be able to adhere to this policy (Administration of Medicines Policy).
- To ensure that staff receive appropriate support and training
- To ensure that parents are aware of the school's Medicines Policy
- To ensure that this policy is reviewed annually

## STAFF

- To follow the procedures outlined in this policy using the appropriate forms
- To complete a health care plan in conjunction with parents and relevant healthcare professionals for children with complex or long term medical needs
- To share medical information as necessary to ensure the safety of a child
- To retain confidentiality where possible
- To take all reasonable precautions to ensure the safe administration of medicines
- To contact parents with any concerns without delay
- To contact emergency services if necessary without delay
- Educational Visits Leader – to follow 'MEDICINES ON SCHOOL TRIPS' below
- To sticker children if they have received a puff from their inhaler
- PARENTS/CARERS
- To give the school adequate information about their children's medical needs prior to a child starting school
- To follow the school's procedure for bringing medicines into school
- To only request medicines to be administered at school when essential
- To ensure that medicines are supplied with box and leaflet and are in date.
- To ensure that asthma inhalers are not empty and are supplied with box and leaflet and are in date
- To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma.
- Return expired medicines to pharmacy

## SCHOOL ATTENDANCE DURING/AFTER ILLNESS

- Children should not be at school when unwell, other than with a mild cough/cold
- Symptoms of vomiting or diarrhea require a child to be absent from school and not to return until clear of symptoms for 48 hours
- Children should not be sent to school with earache, toothache or other significant discomfort
- Children should not be sent to school with an undiagnosed rash or a rash caused by any contagious illness
- Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day require the child to be absent from school

## SAFE ADMINISTRATION OF MEDICINES AT SCHOOL

- Medicines should only be brought to school when essential, i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day. In the case of antibiotics, only those prescribed four times a day may be administered once a day at school
- Only prescribed medicines (including eye drops) in the original container and with the information sheet inside, labelled with the child's name and dosage, will be accepted in school
- Medicines will not be accepted in school that require medical expertise or intimate contact unless agreed by a parent and a qualified member of staff
- All medicines must be brought to the school office by an adult. Medicines must NEVER be brought to school in a child's possession
- The adult is required to complete a parental agreement form (see appendix) at the school office for the medicine to be administered by school staff
- The Headteacher must be informed of any controlled drugs required by children, e.g. equasym.
- Tablets will be counted and recorded when brought to the office and when collected again
- Painkillers, such as paracetamol or ibuprofen, must NOT be brought in to school
- Administration of medicines at school must be recorded in the Medicine's folder located in the school office (WR) or Medical Room (LRR) by the trained administer and witnessed by a second member of staff
- Parents may come to the school office to administer medicines if necessary
- If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed immediately

## STORAGE OF MEDICINES

- Antibiotics (including antibiotic eye drops) must be stored in a locked fridge
- Tablets must be stored in the locked cupboard in the school office
- Epipens should be stored in the relevant class medication box in the Medical Room
- Asthma inhalers should be stored in the relevant class medication box in the Medical Room
- Antihistamine eye drops for severe hay fever must be stored in the Medical Room
- No medicines may be kept in the classroom
- Parents are responsible for the safe return of expired medicines to a pharmacy

## **MEDICINES ON SCHOOL TRIPS**

**Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips. Staff should discuss any concerns about a child's safety with parents.**

- The Educational Visits Leader is responsible for designating a school First Aider and a person trained in Administration of medication for the trip
- The Educational Visits Leader is responsible for ensuring that arrangements are in place for any child with medical needs prior to a trip taking place, including ensuring that asthma inhalers and Calpol are taken as required. A copy of any relevant health care plan should be taken on the trip
- The designated school medication administer on the trip will administer any medicines required and record the details on the School Trips Medical Form and inform parents either immediately or on return to school
- The First Aider will return the form and any unused medicines to the Medical Room or school office on return to school
- On residential visits ONLY – a trained person is permitted to administer Calpol for conditions such as growing/period pains headaches etc. Piriton is also permitted to be administered. Parental permission must be granted in advance for both Calpol and Piriton