



Administering Medicines Policy

2018/2019

Revision date July 2019

School Vision

'Our vision is to provide each child with the skills, self-belief and drive to reach high in life. For the school to be outstanding in all it provides and for Beech Hill to be the heart and soul of the community.'

This document is a statement of the aims and principles for the administration of medicines at Beech Hill Primary School.

Administering of Medication

Responsibility of Parent/Carers:

Parent and carers have the principal responsibility of administration of medication to their children. It is preferable for medicines to be given at home whenever possible. School can only administer medicines which are prescribed to be taken **four or more** times a day, or a specific time during the school day.

PLEASE NOTE NO UNPRESCRIBED MEDICATION WILL BE ADMINISTERED (unless in certain circumstances) HOWEVER, PARENTS/CARERS ARE PERMITTED TO COME INTO SCHOOL TO GIVE PARACETAMOL IF NEEDED

Responsibility of school staff:

School staff has a professional duty to safeguard the health and safety of pupils both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. *This does not imply a duty upon school staff to administer medication.*

Administration of essential prescribed medication:

- ❖ All essential medication should be brought into the school by the parent or carer, **not the pupil**, a medication form must be completed by the parent/carer. Medication will not be administered unless the medication form is completed.
- ❖ All essential medication must be prescribed by a GP. The medication should have the patient's information attached in a label form. Essential medication to be taken orally should be supplied with an individual measuring spoon, eye drops should be supplied with a dropper.
- ❖ Any prescribed inhalers brought into school should be accompanied by a Volumatic spacer and should be kept in a secure place in the classroom which is readily accessible to those children. Upper Key Stage 2 children with prescribed inhalers may keep them in their own drawer so they can be used when needed.
- ❖ Emergency inhalers are also kept in school (1 per Key Stage).
- ❖ If a pupil brings into school any medication for which the school has not received written notification, the staff of the school will not be held responsible for that medication.
- ❖ Medication will be administered by a qualified first aiders who will complete a form stating what/when the medication was given, they will sign the form personally and the forms will be kept in the central medical file (in staffroom) for our records.
- ❖ **PLEASE NOTE THAT PARENTS/CARERS WILL NEED TO COMPLETE A MEDICAL FORM, OR EV7 FORM, BEFORE THEIR CHILD IS ABLE TO**

USE THEIR OWN OR EMERGENCY INHALER. A SPACER IS ALSO REQUIRED WITH AN INHALER.

- ❖ An emergency defibrillator is situated in the main office reception area and we currently have 5 members of staff who are trained to use the equipment.
- ❖ Paracetamol will be kept in Nursery and staffroom fridges for emergency heat related conditions only. It should be given as a last resort if parents/carers cannot be contacted and there is danger of a seizure occurring.

Infectious Diseases:

Children with infectious diseases must not be at school. They should only return when they are no longer contagious in case there is still a risk of infection. In the case of a vomiting and/or the diarrhea bug, the child should stay away from school for a period of 48 hours since the last bout- **this is essential**. If you are unsure about whether or not your child is well enough to return to school, please telephone the school office. Some diseases such as Chickenpox, German measles and Slapped Cheek Disease (parvovirus) can be dangerous to unborn babies and the school has a duty of care to both staff and parents to notify them if there are such cases in school.

Head bumps/ accidents:

Parents will be informed by phone if their child receives a serious bump to the head or a facial injury at school, although the chance of serious injury is highly unlikely this is just intended to alert parents to look out for any warning signs should the bump be more serious than expected or if further medical attention is needed. If a child receives a bump to the head and it's not serious they will receive a bumped head letter to notify parents.

All such injuries will be seen by a qualified first-aider who will record the incident on the appropriate accident forms and in the accident book. A copy of the accident form will be sent home and another copy kept in the medical file.

Sunscreen:

Children will spend approximately a third of the time they are at school outdoors, so sensible measures need to be taken to protect children from the damaging effects of the sun. An application of good sunscreen (SPF of 15-20) at home in the morning should provide sufficient protection for children at school. In summer parents may wish to give children a small amount to re-apply during the lunch break and send their children to school with a sunhat and extra water. Children should apply their own sunscreen where possible.

***PARENTS ARE RESPONSIBLE FOR ENSURING THAT DATE EXPIRED MEDICINES ARE COLLECTED FROM SCHOOL AND RETURNED TO THE PHARMACY FOR SAFE DISPOSAL.**