

# St Columb Minor Academy

## **POLICY**

## **ADMINISTERING MEDICINES POLICY**

### **Responsibility:**

**Headteacher & Assistant Headteacher with responsibility for Inclusion, School Staff**

### **Governor Committee:**

**Teaching and Learning Committee**

<b>Date Adopted by Governors:</b>	<b>November 2014</b>
<b>Date to be Reviewed:</b>	<b>Autumn Term 2017</b>

### **AIMS**

- To support regular attendance of all pupils;
- To ensure trained staff understand their roles and responsibilities in administering medicines;
- To ensure parents understand their responsibilities in respect of their children's medical needs;
- To ensure medicines are stored and administered safely.

### **MEDICINES**

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day);
- All medicines should be taken directly to the school office by a responsible adult;
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration;
- The medicine should be clearly marked with the child's name and date of birth;
- The appropriate dosage spoon should be included with all medicines sent to school;
- Any medicine administered will be recorded by the staff member in the Medication Folder;
- Medicines will only be accepted for administration in school on completion of the appropriate form by a parent or carer.
- Parents of children who are diagnosed with asthma are expected to complete an asthma care plan and provide an inhaler for use in school. They also will give permission for the use of an emergency inhaler (we will inform a parent/carer if this has been necessary).

- We will not administer non-prescription medicines.
- We will not give paracetamol, ibuprofen or medicines containing those drugs (E.g.: Calpol) routinely as their primary use is to control raised temperature for which a child should be at home;
- We do not allow cough sweets in school unless a parent has notified the class teacher.

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at this school.

### **ROLES AND RESPONSIBILITIES OF SCHOOL STAFF**

- All medicines are stored securely in the medical room or the staffroom or kitchen fridge office with access only for staff;
  - Staff must complete the 'Medication Folder' kept in the office each time medicine is administered within school time;
  - Relevant staff will be trained on how to administer Epi pens each year.
- There are several members of staff at this school who have been specifically contracted to administer medication.

### **PARENTS' RESPONSIBILITY**

- During school hours parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the parental agreement form kept in the office before a medicine can be administered by staff;
- Primary school children may be able to manage their own medication, under adult, supervision but again, only with parental agreement given through the appropriate paperwork as above;
- Parents are responsible for ensuring that all medication kept in school e.g. asthma pumps, Epi pens, are kept up to date;
- Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic however the school will re-distribute care plans every September to be updated.

### **LONG-TERM AND COMPLEX NEEDS**

Where a child has significant or complex health needs parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals. See supporting children with medical conditions policy.

- Three times a year medication left in school will be checked by the identified member of staff.
- The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.
- Medication is stored in accordance with instructions, paying particular note to temperature.