



# The administering of medication

## 2015

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## ADMINISTERING MEDICINES POLICY: April 2015

### 1. AIMS OF THIS POLICY STATEMENT

- To support regular attendance of all pupils;
- To ensure 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.

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after. Even if they have improved, children may not return to school for at least 48 hours into a course of antibiotics.

The school is committed to ensuring that children may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school. This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

### 2. PRESCRIPTION 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). We would prefer parents to administer any prescribed medicines themselves, but should a child be finishing a course of anti-biotics, and a parent wishes their child to complete a prescribed course whilst at school then the following procedure must be carried out:

- Parent to ask at the office if a prescribed medicine can be administered at school
- A form available from the School Office should be completed by a parent which details accurately:
  - the medicine and quantity prescribed
  - the name and class of the child
  - date and time of administration
  - parent's signature
  - The appropriate dosage spoon should be included with all medicines sent to school;

3. Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration;

4. Medicines to be kept in fridge in the staff room

5. Medicines to be administered to child with a witness observe and check the procedure followed. Process to be logged in the medicines folder and both adults to sign and date and log time.

The use of prescribed anti-biotics should rarely be necessary, as a child needing such medication is perhaps not well enough to be in school at all. However, should its use be necessary, the procedure outlined above will apply. Parents, however, must accept that the designated person may not be able to administer at the exact designated time.

#### **Asthma inhalers**

These are held centrally in the Office. Parents should name the inhaler (and volumiser if appropriate) clearly with the child's name. It is the responsibility of the parents to check regularly that the inhaler is not out of date. Children have access to their inhalers whenever necessary. The children only use the inhalers under the supervision of an adult member of staff.

#### **Epipens**

These are held centrally in the Staff Room. Parents should name them clearly. All members of staff receive regular training on the emergency use of the epipen. Children do NOT administer the epipen themselves.

### 3. NON-PRESCRIPTION MEDICINES

The school will not administer any non-prescription medication. We will not give paracetamol or ibuprofen, in any form, routinely as their primary use is to control raised temperature for which a child should be at home. However, we will support parents in administering the medication during the school day. Parents will be expected to attend school at

lunch/ break times to give non- prescription medication. In certain circumstances such as children in Local authority care or on the child protection register we may adapt this to allow administering of medicines in school.

#### **EAR/EYE MEDICATION**

Staff will not administer ear or eye medication.

If children require administration of this medication during the school day, parents must make appropriate arrangements for this to be administered by themselves or a nominated adult not on the school staff

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

- Staff are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self-administration. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so;
- All medicines are stored securely in the office or staff fridge with access only for staff;
- asthma reliever inhalers are kept in the school office
- Staff must complete the 'Medication Book' kept in the office each time medicine is administered within school time;
- Relevant staff will be trained on how to administer Epi pens/Asthma each year.

#### **5. PARENTS' RESPONSIBILITY**

- In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the prescription medication, its usage and administration. Parents must complete the parental agreement form kept in the office before prescription 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.

#### **6. 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, an Education and Health Care Plan may be put in place involving the parents and relevant health care professionals.

#### **7. SAFE STORAGE OF MEDICINES.**

The school is responsible for ensuring that all medicines are stored safely;

- Medicines should be stored in the supplied container, clearly marked with the child's name, dose and frequency of administration;
- Medicines are stored in the school office under adult supervision
- No medicine is kept in a locked cupboard to ensure swift and easy access;
- Where medicines need to be refrigerated, they will be kept in the staffroom fridge;

#### **8. MANAGING MEDICINES ON SCHOOL TRIPS**

On school visits the teacher is responsible for taking the class medicine chest e.g. asthma pump, Epi pen, enzymes, eczema cream with them. They may agree to take temporary responsibility for administering medicine e.g. antibiotics following the above procedure.

#### **9. Administering of Controlled Medicines**

Some children are on controlled medicines such as those for ADHD. This medication can be administered and should be stored securely in school. We will double lock this medication and record the tablets given and sent home so there is a record of the amount of tablets we have issued and returned.