

ADMINISTRATION OF MEDICINE

The administration of medicine should be a voluntary role by teaching staff or a designated responsible person. (see appendix 2 which details staff willing to give medication). This list is on display in the staff room.

There are certain circumstances under which staff may be requested to administer medicines:

Cases of chronic conditions e.g. diabetes, asthma, epilepsy or anaphalactic shock

Cases where pupils recovering from short term illnesses may be well enough to attend school but need to finish a course of antibiotics, cough medicine etc.

School will only administer medicines prescribed by a doctor for a stated period of "4 times a day".

Role of Parents

Parents should be encouraged to administer the medicines themselves, at home or provision will be made available within school.

Where these arrangements are not possible, the Headteacher may choose to have the medicines administered by school staff, in which case the following guidelines should be followed:

Guidelines for School Staff

The school shall have a request from the parent/guardian for the school to administer medicine to their child. The agreed proforma should be used.

Long term conditions such as epilepsy, diabetes or asthma should be recorded on the pupil's file along with instructions issued by the doctor.

Medicines should be handed over to the school by a responsible adult. Medicines should be checked by the designated member of staff to make sure dates and dosages are correct with the written permission from the parent/guardian.

Medicines must be in a container marked with a pharmacy label stating the child's name, the type of medicine and the required dosage.

Medicines must be kept within a secured area, out of the reach of children.

Receipt of medicines must be logged and an entry made when returned to parents.

The directions of the pharmacy label must be strictly followed.

An entry should be logged on the reverse of the proforma of the pupil's name, drug administered, dosage, date and time.

The school will not be responsible for administering medicines without having had written notification from the parents.

Exception

Inhalers for children with asthma need to be readily available. Children who are mature enough can look after their own inhalers. They should always be available during physical education lessons.

Circumstances Requiring Extra Caution:

- Where the timing of administration is crucial
- Where serious consequences may occur through failure to administer
- Where technical or medical knowledge is needed
- Where intimate contact is necessary

Hygiene/Infection Control

All staff should be aware of basic hygiene precautions for avoiding infection, such as washing and drying hands before and after the administration of medication.

Staff should have access to protective, disposable gloves and take extra care when dealing with spillages of blood or other bodily fluids and when disposing of dressings or equipment. Where needles are used, a sharps container and adequate arrangement for collection and incineration should be in place.

See below – Appendix 1 – Form and Appendix 2 on display in staff room

Covid 19

Social Distancing should be practised whilst administering medicines where possible, depending on the age and needs of the child.

'Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)' (May 2020) states PPE is only needed in a very small number of cases:

- children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
 - PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms
- therefore, PPE should not be necessary in general situations.

Request for the School to give Medication

Pupil's Full Name _____

Class _____

I request that the above pupil be given the following medicine/s while at school.

Name of Medicine/s	Duration of Course	Dose Prescribed	Date Prescribed	Time/s to be given	Storage details (ie fridge)

**The above medication has been prescribed by the family/hospital doctor.
The medication is clearly labelled, indicating contents, dosage and child's name in FULL.**

I understand short term medication (eg: antibiotics) can only be administered if prescribed 4 or more times daily.

I confirm that my child has no known allergy to this medication.

I understand that the medicine must be delivered to the school by myself or a named responsible adult and accept that this is a service which the school is not obliged to undertake and also agree to inform the school of any changes in dosage immediately.

Signed _____ (Parent/Parent's Representative)

Emergency Contact details _____

Date _____

Note: Medication will not be accepted by the school unless this form is completed and signed by the parent (or the parent's representative) of the child and that the administration of the medicine is agreed by the Headteacher.

This agreement will be reviewed on a termly basis.

By: _____ **(Member of Staff Print Full Name)**