



William Westley C of E Primary School

# **Administration of Medicines Policy**

Last reviewed: July 2015

Next review due: July 2016

## William Westley School Administration of Medicine Policy

This policy follows the 'Managing Medicines in Schools and Early Years Settings' DFES 2005 best practice guidance. This booklet is available in school or online. This policy should be read in conjunction with the Policy for Supporting Children with Long Term Medical Needs and the Asthma Policy.

Regular school attendance is vital for every child and William Westley C of E Primary School does all that it can to maintain high attendance figures. Nevertheless, from time to time children will become ill and may require some time out of school to recover. In general, if a child is ill or where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete. There are, however, a few exceptions:

- Where a child has a short-term medical need and needs to complete a course of medication e.g. antibiotics for a short period of time
- Where a child has a long-term medical need and requires medicine on a long-term basis to keep them well e.g. children with Epilepsy or Diabetes
- Where a child requires medicine in particular circumstances e.g. children with Asthma who may require a daily inhaler or children who have allergies and are at risk of Anaphylaxis and may need an adrenaline injection

Only medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber will be accepted in school. The Headteacher has the right to refuse a request to administer medicines if he considers that the critical time of a dose or the medical knowledge required warrants professional medical skills.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable them to be taken outside school hours. Parents should be encouraged to ask the prescriber about this.

Where equipment such as an inhaler is necessary, we strongly encourage children to take personal responsibility for these items as soon as possible.

**Over the counter pain killers/non-prescription pain killers will not be administered by staff and on no account should be brought on to the school premises by children.**

### **Roles and Responsibilities**

There is no legal duty that requires non-medical staff to administer medicines or to supervise a child taking medicine, this is purely a voluntary role. Staff should be particularly cautious agreeing to administer medicines where:

- the timing is crucial to the health of the child;
- where there are potentially serious consequences if medication or treatment is missed;
- or where a degree of technical or medical knowledge is needed.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and/or training specific to the child's medical needs. Under no circumstances must any medication be administered without written parental approval.

## **Instruction and Training**

Specific instructions and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken. If the administration of medicines requires technical or medical knowledge then further training should be provided from a qualified health professional. Such safeguards are necessary both for the staff involved and to ensure the well being of the child. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions. Staff at William Westley are trained regularly in any medical conditions which children in school or joining the school are known to have e.g. asthma, epilepsy.

The Pupil Data Collection Sheet, completed for each child when they join the school and every year thereafter, requires parents to inform the school of any medical information. Parents are also asked to inform the school if any medical information changes to ensure that records are kept up to date.

A list of children and their current medical conditions and medicines will be kept in the office to be viewed for reference for the designated staff member. In the case of the designated staff member's absence parents will be asked to administer medicines. In the case of long term absence of the designated staff member an alternate solution will be reached. All medical information held on file will be treated confidentially and only made available to teachers and other staff who have a need to know.

Each class teacher will be provided with a list of children in their class who have medical conditions that they need to know about. A copy will also be put in the class register for supply teachers.

## **Administration of Medicines**

- Medicines should only be taken to school when it is essential that the medicine is taken during the course of the school day.
- Medicines should only be administered from the **original container** (or by a monitored dosage system such as a blister pack) as dispensed by a pharmacist and should contain the patient's name and instructions for administration and dosage.
- Parents are asked to provide a dispensing spoon or other method of administration.
- The School will not accept medicines that have been taken out of the original container or make changes to dosages on parental instruction.
- Staff should not give a non-prescribed medicine to a child unless there is specific written permission from the parent that includes a statement confirming that the medicine has been administered without adverse effect to the child in the past.
- Staff must not administer the first dosage of any medicine in case there is a reaction.
- Consideration should be given to whether any specific training is required to administer the medicine, if it is necessary to use protective clothing or equipment, what action is necessary in the event of an accident or failure of the agreed procedures and if the school can offer suitable storage of the medicine.

- Staff should be clear on what they are expected to do. If in any doubt the staff should not administer the medicine and should check with the parent or a healthcare professional.
- If a child refuses to take a medicine, staff should not force them to do so and the parent should be informed immediately.
- If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school or setting.

## **Record Keeping**

The following information must be completed by the parent using the Parental Consent for Administration of Medicines form (Annex A):

- Name and date of birth of the child
- Name of medicine
- Details of prescribed dosage
- Details of when medicine should be administered
- Consent given by the parent/guardian for staff to administer the medicine
- Expiry date of the medicine
- Storage details
- Details of any side effects

The staff member should check that the information completed by the parent is consistent with the instructions on the medicine container. Under no circumstances must any medication be administered without a completed Parental Consent for Administration of Medicines form. The designated member of staff should not sign the form unless they have personally administered, assisted, or witnessed the administration of the medicines. On completion of the course of medicine, a copy of the Parent Consent for Administration of Medicines form is provided to the parents and a copy is retained in a central file as a record for future reference.

For pupils with long term medical needs such as Asthma or severe allergies, parental consent for the administration of longer term medicines such inhalers and EpiPens should be obtained annually using the CAMBRIDGESHIRE LOCAL EDUCATION AUTHORITY MEDICAL INFORMATION AND CONSENT form (Annex B).

## **Safe storage and disposal of medicines**

Staff need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP/Pharmacist or from parents. All medicines should be stored in the original container, be properly labeled, and kept in a secure place that can be accessed at all times but is out of reach of children. Provisions should be made for medicines that require a special temperature storage i.e. the refrigerator in the staff room. Medicines should only be kept while the child is in attendance. Where needles are used, a sharps container and adequate arrangements for collection and incineration should be in place. Such arrangements are necessary for any equipment used which may be contaminated with body fluids, such as blood etc. Any unused or outdated medication will be returned to the parent for safe disposal.



## Annex A

### Parental Consent for Administration of Medicines Form

#### To be completed by parent:

		<i>For school use (please check on medicine container)</i>
Name of Child		
DOB		
Name of Medicine		
Expiry date		
Dosage		
When to be administered		
Possible side effects, storage or other instructions		

I give my consent for the school to administer the above medicine to my child in school. I can confirm that my child has taken this medicine with no adverse side effects in the past. I understand that this task is being undertaken voluntarily and in the spirit of general care and concern and that the school cannot be held responsible for failure to administer the medicine, nor for any unforeseen side effects the medicine may create.

Signed: \_\_\_\_\_ (parent/guardian)                      Date: \_\_\_\_\_

**One copy to be kept in school, one copy to be kept by parents.**

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#### To be completed by staff member:

On behalf of the school, I agree to make every effort to administer the above medication on time and as required.

Signed: \_\_\_\_\_ (staff member)                      Date: \_\_\_\_\_

#### Details of medicine given:

Date:	Time given:	Dosage:	Signed:

**Annex B**

**CAMBRIDGESHIRE LOCAL EDUCATION AUTHORITY  
MEDICAL INFORMATION AND CONSENT**

Name of Child .....

Date of Birth .....

Name of Parents/Carers .....

Home Telephone ..... Work Telephone (1) .....

Work Telephone (2) .....

Name of GP ..... Telephone .....

Hospital Consultant .....

I consent to my child receiving the following medication in school.

a) .....

b) .....

c) .....

I undertake to ensure that the school has adequate supplies of this/these medication(s).

I undertake to ensure that this/these medication(s) supplied by me and prescribed by my child's doctor is/are correctly labelled, in date, with storage details attached and that the school will be informed of any changes.

I understand that the medication will be given by a member of staff who has received appropriate training in accordance with the Local Education Authority code of practice.

Signed \_\_\_\_\_ (Parent/guardian)