



Administration of Medicines Policy

Review date	07.06.24
Reviewed by	Headteacher

AIM:

The aim of the Policy is to ensure that the school has effective management systems in place for the administration of medicines to pupils.

MEDICINE TAKEN DURING THE SCHOOL DAY

Only essential medicines will be administered during the school day. These will be those prescribed by a doctor, unless the Headteacher has given specific permission, following a written request by parents.

Where a doctor has prescribed a medication to be taken 4 times daily, school may administer 1 dose, usually around the lunchtime period. Where a prescribed dosage is 3 times daily, school will not administer as it is possible for parents to provide the doses around the school day, outside of school hours.

Aspirin, Paracetamol and Ibuprofen will not be administered by school staff, unless prescribed by a doctor. Parents are free to come to school to administer such medicines themselves, should they be required.

Parents **MUST COMPLETE A WRITTEN PERMISSION SLIP** before any medicine is administered by school staff. Medicines to be provided during the school day must be in the original container, clearly labelled with the child's name.

Controlled drugs can also be administered, subject to all other conditions, as described in the policy.

MEDICINE ON EDUCATIONAL VISITS

Only essential medicines will be administered on Educational visits, subject to the conditions stated above.

A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for the safe storage and administration of the medicine during the visit.

RULES FOR ADMINISTRATION

First Aid trained staff, authorised by the Headteacher, will administer medicines. Before administering any medicine, staff must check that parental written permission has been given, the medicine belongs to the child (CHILD'S NAME), the dosage they are giving is correct and that the medicine is still within date.

Children can self-administer medicine if parents have requested and all permissions have been given.

Any child refusing to take medication, will not be forced to do so, and parents will be informed about the dosage missed.

All doses administered will be recorded on 'The record of administration form' which will be kept in the school office. (Classes Nursery to Year 6)

PARENTAL RESPONSIBILITY

Parents **MUST** inform the school of any medical condition which affects their child.

Parents are expected to ensure that Inhalers and medication are in date.

Any controlled drugs and prescribed medication **MUST** be delivered to and collected from school via the school office.

STORAGE OF MEDICINES

All medicines will be stored safely, out of the reach of children.

Medicines requiring refrigeration will be stored in the staff room medical fridge.

Some medicines (Inhalers/Epipens etc) will be kept in the child's classroom. All medicines **MUST** be clearly labelled.

Controlled drugs or prescribed medication will be kept in the school locked cabinet in the school office or within the secure cupboard in the Nursery, if the medication belongs to a Nursery child.

Access to these medicines is restricted to staff only.

Epi-pens are kept in locked cupboards within the child's teaching area.

RECORD KEEPING

The administering of medication **MUST** be recorded, on the child's form or class medicine book. Class based staff will record any doses of medicine given within the class medicine book.

Children self-administering their medication, eg asthma inhalers should be reported to parents.

ASTHMA

Inhalers are kept in the child's classroom and are checked monthly by staff. Children have access to these inhalers at all times, though must inform a member of staff, if and when they require a dose. All inhalers are marked with the child's name.

Inhalers **MUST** accompany the children on any Educational or Sports Visits, however short in duration.

EPI-PEN

Any member of staff can administer an epi-pen in an emergency.

Epi-pens are stored within the child's working area. A spare Epi-pen is kept in the school office.

For named children – Cetirizine/ Piriton may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the epi-pen. If symptoms are more severe, the epi-pen should be given immediately. Parents will also be contacted once the Ambulance call has been made.

ADMINISTRATION: The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for the count of 10 seconds before being withdrawn.

AN AMBULANCE MUST BE CALLED for a child who requires an epi-pen. Parents will also be contacted once the Ambulance call has been made.

STAFF TRAINING

Training will be organised when necessary, to update staff skills and knowledge. Specific training from health professionals will be provided to support particular medical needs.

INFORMATION

Children with serious medical conditions will have their photo and a brief description of their condition, along with any other necessary information, in the staffroom.

Children with medical conditions which may require emergency attention, eg epilepsy, diabetes etc. will have their names and care plan accessible in their classrooms and all adults supporting the child will have their attention drawn to this information.

All other medical conditions will be noted in the child's electronic SIMS record and this information will be provided for class teachers annually.

EMERGENCY INFORMATION

In a medical emergency, teachers can administer emergency First Aid if necessary.

Staff will call an ambulance if required. Staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parent's names and any known medical conditions.
- Parents will be contacted

Children may be accompanied to hospital by a member of staff, if this is deemed appropriate.

Staff cars will not be used for this purpose.

Parents **MUST** always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

FIRST AIDERS

All school staff, teachers and teaching assistants are school First Aiders and are qualified to administer first aid.

Key Staff, including all staff working in Early Years, have completed the Paediatric First Aid training.