

Mount Primary School



Administration of Medicines Policy

Written September 2017
Reviewed & Updated September 2021

Signed - _____
Kate Yates (Headteacher)

Signed - _____
(Chair of Governors)

Administration of Medicines Policy

Introduction

A clear policy understood and accepted by staff, parents and children provides a sound basis for ensuring that children with medical needs receive proper care and support in school.

Parents have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school. Parents should also provide all necessary information about their child's medical needs to the school. On admission, annually, or when there are any changes, all parents/carers must provide full information about their child's medical needs. This information is collated by the school's administration officer, shared with inclusion manager and distributed to staff.

This information includes details of:

- Any medical conditions
- Any medication their child needs
- Any allergies etc.

The school compiles a detailed medical register. This register is:

- Emailed securely to all relevant staff
- Kept in a file in the medical room
- Viewed regularly by the school nurse to look at the needs for staff training, healthcare plans etc.

DfE December 2015 – Supporting Pupils at School with Medical Conditions.

Key points are:

- Pupils at school with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education.
- Governing Bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing Bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

This policy may be superseded by a child's Health Care plan or Individual Care Plan, or may be used in conjunction with them. Please also see separate asthma policy.

Staff Duties

As a school, we have specific named staff for the purpose of the administration of medicines; , Mrs J Kinch*, Mrs K Bromley*, Mrs K Yates, Mrs Z Byrne, Mrs L Stones, Mrs R Sexton-Perinkadikat, Miss K Eyres, Mrs S Senior, Mrs S Selby, Mrs H Rigg, Mrs P Evans, Mrs J Lewis, Mrs A Dean, Mrs S Burdett, Miss K Murphy*, Mr M Roberts (* most regular administrators).

Teaching and support staff may be expected to administer medication while on educational trips. The medication will be provided by the school office with written details on when and how to administer. This will be carried in a locked bag.

As a school, we have a duty to plan how administering medicines can be accommodated in school and on educational visits to allow children who have medical needs to attend.

Administration of Medicines in School – short term medical needs

Medicines should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health, or would greatly impact on a child's school attendance, if the medicine were not taken during the school day).

Administration of Medicines in School – long term medical needs

It is the parent's responsibility to inform the school of any changes to their child's medical needs immediately by completing a new medical information form. These are available from the school office.

As a school, we aim to ensure that we have sufficient information about the medical condition of any child with long-term medical needs and will request meetings with parents and recognised medical practitioners regularly to provide the correct level of training. Training should be specific to the individual child concerned.

There will also be regular training for all staff on more generalised needs e.g. asthma awareness and epi-pen training, diabetes and epilepsy if required. The school is well supported by the 0-19 team who provides staff with advice.

Process for the Administration of Medicines in School – short and long term medical needs

The school will only accept:

- medicines prescribed by a medical practitioner (doctor, dentist, nurse prescriber or pharmacist prescriber)
- the medication must be in the original packaging as dispensed by a pharmacist and include the prescriber's original instructions for administration.
- medicines that are in date – (medicines are regularly checked and parents informed if the expiry date is near. However, it is the parents' responsibility to ensure all medication is in date.)
- medicine (tablets) in a blister pack, this must be complete and not cut up.
- pain relief e.g. Calpol on a short term basis (no longer than 48 hours)

On accepting medication, the parent must sign a form disclosing all details and giving permission for the medication to be administered by a named person.

The medicine should be kept out of reach of children and stored in a locked fridge if required and only accessed by named adults, or with the permission of the Head teacher. Controlled drugs that have been prescribed for a pupil are securely stored in a non-portable container and only named staff can access. There are certain medications that are to be kept in the classroom in the medical box. These can include inhalers, topical lotions, anti-histamine and epi-pens. Class medical boxes are to be taken outside during PE lessons.

When administering, the named adult must update Medical Tracker showing the date and time and details/dosage of the medication.

In the case of the child being allowed to administer their own medication, this must be logged on Medical Tracker and a notification sent to parents

If a child has used their inhaler, this must be recorded on Medical Tracker and a notification sent to parents

Staff should never give non-prescribed medication to a child unless there is specific prior written permission from the parents and full agreement of the headteacher. Where the headteacher agrees to administer a non-prescribed medicine, it must be recorded on Medical Tracker and the parents informed. If a child needs pain-relief (Calpol), parents must complete the form giving permission for it to be administered. Staff would only give one dose of non-prescription medicine at 1.00. Children requiring pain relief for a longer period of time than 48 hours or on an adhoc basis must have a Health Care Plan in place.

A CHILD UNDER 16 SHOULD NEVER BE GIVEN ASPIRIN OR MEDICINES CONTAINING IBRUPROFEN UNLESS PRESCRIBED BY A DOCTOR.

Under no circumstances should a parent send a child to school with any medicines, e.g. throat sweets/tablets, without informing the school. These could cause a hazard to the child or to another child if found and swallowed.

Parents are welcome to come into school to administer medicines themselves that the school refuses to administer, for reasons given above. Parents must stay with their child until the medication has been completely administered. For example, tablets have completely dissolved.

Any expired or unused medication will be returned to the parent for disposal.

Process for the Administration of Medicines during school trips – all medical needs.

If a child has to take medication during a school trip then the member of staff in charge will administer the medication. The school office will provide the medication in the prescribed box labelled with the child's name and date of birth and details including time to be administered and amount to be taken. We are unable to administer antibiotics during a school trip.

Process for the Administration of Medicines during residential visits– all medical needs.

For the purpose of residential visits, there will be a named person with responsibility for the administration of medicines and care of children as above. This will usually be the teacher in charge of the residential.

In the case of higher levels of care e.g. intimate care, the named member of staff will also meet with the school nurse, or other recognised medical advisor to ensure that they are trained in dealing with the level of care required.

Record Keeping

All medical records are kept on Medical Tracker. Parental consent forms are stored in the file **Children on Medication**.

Confidentiality

The headteacher and staff will always treat medical information with confidentiality. The office staff, inclusion manager and class teacher will always have medical information shared with them.

Please also see:

- Asthma Policy
- Supporting pupils with Medical Conditions

Policy written by K Yates October 2017

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Administering Medicines

Medicines can only be administered by office staff, SLT or a named first aider. Each child has a nominated administer for their medication.

Ensure Medicine is in original container as dispensed by pharmacist.

Check dosage against Medical Tracker.

Record actual dispensing of medicine to child on Medical Tracker.

If inhaler has been taken, record on Medical Tracker and send notification to parents

Never give non-prescribed medication unless agreed with parents and headteacher

A CHILD UNDER 16 SHOULD NEVER BE GIVEN ASPIRIN OR MEDICINES CONTAINING IBRUPROFEN UNLESS PRESCRIBED BY A DOCTOR.

Written instruction on Medical Tracker to be followed absolutely.

If in any doubt, refer to Administration of Medicines Policy or speak to Headteacher