

## Administering Medicines Policy

### Introduction

The purpose of this policy is to put into place effective management systems and arrangements to support children and young people with medical needs at The Blake Primary School and to provide clear guidance for staff and parents/carers on the administration of medicines. This policy must be considered in conjunction with all other relevant policies.

This policy deals specifically with medicines in school and does not relate to Personal Care Plans or Epi Pen situations.

### Relationship with Parents

We aim to build on our good relationship with parents with regard to their child/children's health. **As a school, we feel that a sick child's place is at home.** We will telephone home if, in our professional opinion and through our 'Duty of Care', we feel a child is unwell. We ask that all contact details are kept up to date in the office.

We would expect parents to inform us if a child is unwell on the first day of absence. If this does not occur, the school will then make contact to ascertain the reason for a child's absence by 9.30 a.m.

The administration of medicines is the overall responsibility of the parents. Parents are encouraged to come into the school to administer medicines at lunch/break times. The staff of the Blake CE School will only administer prescription drugs in exceptional circumstances as detailed below. They will only do this if the appropriate paperwork available from the school office has been completed by the child's parent/carer.

If medication is required to be administered during school hours, the parent must supply the medication in a suitable container labelled with the child's name and complete a form held in the school office giving permission and dosage requirements. (Parental Agreement for School to Administer Medicine).

**THERE IS NO LEGAL DUTY THAT REQUIRES ANY MEMBER OF SCHOOL STAFF TO ADMINISTER MEDICINES.**

### Procedures for managing prescription medicines which need to be taken during the school day

- Where possible parents shall be responsible for the administration of medicines. However, should it be agreed by the Headteacher/Deputy Headteacher, medicines may be administered by named staff (a record of names is kept in the School Business Manager's office) who have volunteered to do so.
- Medicines should only be brought to school when essential; that is where it would be detrimental to a child's health if the medicine was not administered during the school day.
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescribers instructions for administration.
- Medication needs to be provided for no more than a week at a time.
- Parents must sign a permission form available from the school office.
- Medicines will be stored in the fridge in the School Business Manager's office.

- Parents must collect the medicine and dispose of it personally; school staff will NOT dispose of medicines

### **Non-prescription medicines**

- Other than in circumstances that the school considers to be exceptional, only prescribed medicines will be accepted in school.
- Where circumstances are considered exceptional, non-prescribed medication should be provided in the original container and include the instructions for administration.
- All other procedures remain the same, whether a medicine is prescribed or not.

The following standard practice should be followed by school staff when administering medicines.

They must:-

- Identify the child as being the child for whom the medicine is intended.
- Check written instructions received by the school and confirm with the details on the medicine container.
- Check the prescribed dosage and the methodology for administration.
- Check the expiry date of the medicine (Note: it may be helpful to remind parents if the expiry date is approaching)
- Complete a written record of the dosage given, including date, time and signature.

If the member of staff is in any doubt about any of the details, they should check with the child's parent or doctor before giving the medication.

### **Procedures for managing prescription medicines on trips and outings**

- Arrangements for taking any necessary medicines will also need to be taken into consideration for any school visit.
- Staff supervising visits should always be aware of any medical needs and the relevant emergency procedure.
- The parental agreement form will always be taken on visits, so that it is available in the event of the information being needed in an emergency.
- A named adult will carry the forms and any prescribed medicines needed for the day, including inhalers.

### **Roles and responsibility of staff managing administration**

- Only named staff who have volunteered will be asked to administer prescribed medicines. A list of named staff is kept in the School Business Manager's office.
- Staff will annotate the record form/ book upon administering medicine.
- Additional training needs that arise will need to be brought to the attention of the Headteacher or SENCo.

### **Record keeping**

The attached parental permission form must be completed by parents and returned to the school office before medicine is administered.

### **Safe storage of medicines**

- Large amounts of medicine should not be stored, no more than a week's medicine should be sent in to school at a time.

- Medicines will be stored according to product instructions
- Paperwork will be kept by the school business manager in her office.

### **Hygiene Procedures**

- All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.
- Staff must wear protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

### **Emergency Procedures**

- As part of general risk management processes the school has an arrangement in place for dealing with emergency situations. Children know that in the event of an emergency they should inform a member of staff.
- All staff know who has up to date first aid training. This is on display around the school.
- A member of staff will always accompany a child taken to hospital by ambulance, and will stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.
- Other than in exceptional circumstances, staff should not take children to hospital in their own car; an ambulance should be called.

### **Asthma**

Children with significant asthma should have an individual health care plan and the administration of their medication will be in accordance with the schools 'Supporting Children with Medical Conditions' policy.

Children with asthma have immediate access to their reliever inhalers when they need them. Children keep their asthma pumps in the classroom and have access to them during physical education, sports activities and educational visits.

**It is the responsibility of the parent to ensure that the inhalers are renewed and that the medication has not exceeded its expiry date.** All inhalers should be collected at the end of the school year.

### **Suntan Cream**

Children are allowed suntan cream in school but it is for their sole use. They must self administer this as staff are unable to help with the application. Under no circumstances must a child apply suntan cream to any other child.

## PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE

The school will not give your child medicine unless you complete and sign this form.

Name of School	The Blake CE Primary School
Name of Child	
Date of Birth	/ /
Year/Class	
Medical Condition or illness	

Name/type of Medicine (as described on the container)	
Date dispensed	/ /
Expiry Date	/ /
Dosage & Method	
Timing	
Special Precautions	
Are there any side effects that the school needs to know about?	
Self-administration under supervision	
Procedures to take in an emergency	

### Contact details

Name	
Daytime telephone number	
Relationship to child	
Address	

- I confirm that I have read and understood the school's Administering Medicine Policy.
- I ACCEPT THIS IS A SERVICE THAT THE SCHOOL IS NOT OBLIGED TO UNDERTAKE.
- I understand that I must deliver the medicine personally to the School Office, one week's supply at a time.
- I accept that the medicine must be in the prescribed packaging with the child's name and dosage clearly stated.
- I understand that I must notify the school of any changes in writing. The school cannot be held responsible for the consequences of the failure to notify it of any changes.

Date: ..... Signature: .....