



'Together we can make a difference'

Administration of Medicine Policy

Name of school: Bexton Primary School

Date of review: Spring 2019

New review date: Spring 2022

Introduction

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

Legal requirements

There is no legal duty that requires any member of school staff to administer medicines.

Prescribed medicines

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. It is helpful if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. For example, medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

Where medicine needs to be taken during the school day, it is preferable that parents, or their nominated responsible adult, should administer medicines to their children, this can be effected by the parent or nominee visiting the school to administer medicine when required. In cases where the nominated adult is administering medication, the parents should advise the school of their consent.

In cases where it is not practical for parents or their nominated representative to administer medication, the request for the school to administer medication must be made in writing – see Appendix A for the relevant form.

Staff at Bexton Primary School will usually only administer medicines prescribed by a doctor (see note below regarding non prescribed medicine). Medicines will only be accepted in the original container as dispensed by a pharmacist and should include the doctors instructions for administration.

Exceptions

Prescribed medicine will not be given:

1. Where the timing of the dose is vital and where mistakes could lead to serious consequences.
2. Where medical or technical expertise is required.
3. Where intimate contact would be necessary.

Non-prescription medicines

Staff at Bexton Primary School will only administer non-prescribed medicine if there is a specific written agreement from the parent or carer, accompanied by a doctor's note confirming that the medication should be administered during school hours.

Storage of medicines

All medicines should be delivered to the school office by the parent or carer. In no circumstances should medicines be left in a child's possession. All medicines should be stored in accordance with product instructions.

Medicines will normally be kept in an area identified by the member of staff responsible for administering the medication and kept out of reach of the children. In cases where the medication requires refrigeration, it will be kept in an airtight container with details of the child's name and year group in the staffroom fridge. All medicines must be stored in the supplied container and be clearly labeled with the name of the child; the name and dose of the medicine and the frequency of administration.

All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and staff and kept in an agreed place in the classroom. Children may carry their own inhalers, when appropriate.

Disposal of medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They should collect medicines at the end of the agreed administration time period.

Trips and outings

Children with medical needs are given the same opportunities as other children. It is recognized that during a school trip or residential visit, it is not practicable for parents to administer medication. Therefore, staff may administer appropriate medication such as pain relief if the parent / carer has given consent and specified the medication on the parent/ guardian Consent for an Educational Visit form. **No children should be given aspirin or medication containing ibuprofen unless prescribed by a doctor.**

Roles and Responsibilities

Parent/Carer*

- Should give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to the school office in person.
- Must complete and sign the parental agreement form.
- Must keep staff informed of changes to prescribed medicines.
- Keep medicines in date – particularly emergency medication, such as adrenaline pens.
- Return any unused or out of date medication to the pharmacist for safe disposal

Head Teacher

- To ensure that the school's policy on the administration of medicines is implemented.
- To ensure that staff receive support and appropriate training where necessary.
- To share information, as appropriate, about a child's medical needs.
- Ensure that parents are aware of the schools policy on the administration of medicines.

Staff

- On receipt of medicines, the child's name; prescribed dose; expiry date and written instructions provided by the prescriber should be checked and the medicines should be taken to the office.
- Ensure that the parent/carer completes a consent form for the administration of medicines following the prescriber's instruction.
- Ensure that medicines are stored correctly.
- Ensure that medicines are returned to parents for safe disposal.

Record keeping

Medicines should be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. Staff should check that written details include:

- name of the child
- name of the medicine
- dose
- method of administration
- time and frequency of administration
- any side effects
- expiry date

A parental agreement form (see appendix 1) must be completed and signed by the parent, before medicines can be administered.

A written record of the administration of any medicine (see appendix 2) should be kept by the member of staff who administers the medicine and completed each time the medicine is administered. This form should be returned once the course of medicine has been completed to the school office for filing.

Refusal of medicines

If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably possible.

Children with long term medical needs

It is important that the school has sufficient information about the medical condition of any child with long term medical needs. A health care plan (appendix 3) will be written for children with long term medical needs, involving the parents and relevant health professionals.

Children with asthma

Children who have inhalers should have them available where necessary. Inhalers should be kept in a safe but accessible place. Depending on the needs of the individual, inhalers should be taken to all physical activities. Inhalers must be labeled and include guidelines on administration. **It is the responsibility of parents to regularly check the condition of inhalers and ensure that they are working and have not been completely discharged.**

Confidentiality

The head and staff should always treat medical information confidentially. The head should agree with the child/parent who else should have access to records and other information about a child.

Staff training

Training opportunities are identified for staff with responsibilities for administering medicines.

Related policies

For more information see the health and safety policy and the school's first aid procedures.

Delegated to the Head Teacher by the governing body (Spring 2019)

Signed (Head Teacher)

APPENDIX ONE

SCHOOL

REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Dear Head Teacher,

I request that (Full name of Pupil) be given the following medicine(s) while at school:

Date of birth Group/class/form

Medical condition or illness

Name/type of Medicine
(as described on container)

Expiry date..... Duration of course.....

Dosage and method Time(s) to be given.....

Other instructions

Self administration Yes/No (mark as appropriate)

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school/setting is not obliged to undertake. I understand that I must notify the school/setting of any changes in writing.

SignedPrint Name
(Parent/Guardian)

Daytime telephone number

Address

- Note to parents:
1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.
 2. Medicines must be in the original container as dispensed by the Pharmacy.
 3. The agreement will be reviewed on a termly basis.
 4. The Governors and Headteacher reserve the right to withdraw this service.

APPENDIX TWO

RECORD OF MEDICINES ADMINISTERED TO ALL CHILDREN

NAME OF SCHOOL

Date	Young Person's Name	Time	Name of Medicine	Dose given	Any reactions	Signature of staff	Print name

APPENDIX THREE

HEALTH CARE PLAN

(Insert a photograph)

SCHOOL

Young person's name

Date of birth Group/class/form

Young person's address
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Medical diagnosis or condition
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Date Review date

Family Contact Information

Name Phone no. (work)
(home)..... (mobile)

Name Phone no. (work)
(home)..... (mobile)

Clinic/Hospital Contact

Name Phone no.

G.P Name..... Phone no.

Describe needs and give details of young person's symptoms.

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Medicines to be kept in

Daily care requirements (e.g. before sport/at lunchtime).

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Describe what constitutes an emergency for the child, and the action to take if this occurs.

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Follow up care.

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Who is responsible in an emergency (state if different for off-site activities)?

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Form copied to:

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