

ADMINISTRATION OF MEDICINES POLICY
St Barnabas' Primary School

This policy has been adopted by the Governing Body on Thursday 11th February 2016.

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.

Aims of this policy

- to explain our procedures for managing prescription medicines which may need to be taken during the school day
- to explain our procedures for managing prescription medicines on school trips
- to outline the roles and responsibilities for the administration of prescription medicines

PRESCRIBED MEDICINES/ADMINISTERING MEDICINES DURING THE SCHOOL DAY

Staff at St. Barnabas' Primary School are only allowed to administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. These medicines should only be taken to school where it would be detrimental to a child's health if it was not administered during the school day. Medication must be self administered under the direction of a first aider. The school nurse has advised that medication prescribed for three times a day should really be given at home i.e. before and after school and at bedtime. Parents should be encouraged that this happens.

We are unable to accept medicines that have been taken out of their original container or make changes to dosages on parental instructions.

NON-PRESCRIPTION MEDICINES

We are unable to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. We are unable to give children aspirin or medicines containing ibuprofen unless prescribed by a doctor.

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 (paying particular attention to temperature). Medicines will normally be kept in the lockable First Aid cabinet in the medical room or staffroom medical fridge and should not be kept in classrooms, with the exception of adrenaline pens and inhalers. All medicines must be stored in the supplied container and be clearly labelled 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 kept in an agreed place in the classroom. Children may carry their own inhalers, when appropriate. Spare adrenaline pens are kept in the school office.

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. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk assessment for such children.

Arrangements for taking any medicines on trips must be made. A copy of any health care plans should be taken on visits. For short term medications staff in that class must check they have parent's permission and take the form with them. TAs are responsible for checking they have all the necessary medications with them for their class before embarking on the trip. On all trips there will be a qualified first aider.

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.

Headteacher

- To ensure that the school's policy on the administration of medicines is implemented.
- Ensure that staff receives 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.
- Consult with other professionals as necessary e.g. the school nurse.
- Ensure that medicines are stored correctly.

Staff

- On receipt of medicines, the child's name; prescribed dose; expiry date and written instructions provided by the prescriber should be checked.
- Ensure that the parent/carer completes a consent form for the administration of medicines following the prescriber's instruction.
- To ensure where supply teachers are used they are fully aware of any conditions.
- Complete the 'administration of medicines' record sheet each time medication is given.
- Ensure that medicines are returned to parents for safe disposal.
- Staff must not give prescription medicines or undertake health care procedures without appropriate training. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.
- Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication (e.g. Epipen).

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.

RECORD KEEPING

Governing bodies should ensure that written records are kept of all medicines administered to children. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents should be informed if their child has been unwell at school.

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 must be completed and signed by the parent, before medicines can be administered. Records will be kept in the school office.

At the time of administering medicines, the member of staff must complete the medicines record sheet.

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 will be written for children with long term medical needs, involving the parents and relevant health professionals.

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. There is a copy of trained first aiders kept in the office and the medical room. First aiders are also trained in the use of adrenalin pumps for severe allergies.

RELATED POLICIES

For more information see the health and safety policy.

MONITORING

The policy to be reviewed when pupils with medical needs join the school or the policy guidance changes nationally.

Reviewed by Teaching and Learning - May 2017