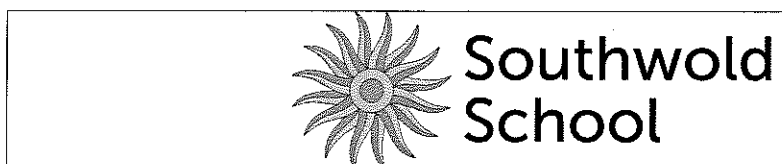


<b>Administering Medicines at School</b>
<b>Policies and Procedures</b>



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### Approvals

Area/Title	Name	Signature	Date
Chair of Governors	Mr Gavin Bray		11 / 02 / 15
Headteacher	Mrs Anna Ballance		11 / 02 / 15

In line with the guidelines by the Department of Education "Supporting Children at School with Medical Conditions" it has been necessary to amend our School Policy. The change is to protect our staff when children are given medicines at school and to ensure that pupils with medical conditions, in terms of both physical and mental, are properly supported in school, so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Parents are strongly encouraged to keep children at home when they are acutely unwell. However there may be times when pupils need to take medication at school, at some time in their school life. Mostly this will be for a short period only, possibly to finish a course of antibiotics, which will minimise the time they need to be off school. **Medication should only be kept at school when absolutely essential** and staff, where appropriate should encourage parents to note that medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime.

### Prescribed Medicines

If your child requires prescribed medication of any type to be given during school hours, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate time(s).
2. You may obtain a copy of the authorisation form from the school office – giving permission for a member of staff to administer the medicine.
3. You may discuss with your doctor an alternative schedule for administering medication (i.e. outside of school hours).

Prescription medicines must be brought to school in a pharmacy-labelled bottle, which contains instructions on how and when the medication is to be given. Children must not bring in or store medication in their school bags.

### **Non Prescribed Medicines**

We are unable to administer medication that has not been prescribed by a doctor. This now removes our ability to give Calpol, Piriton, etc. that you have bought over the counter. If it has to be given during school hours, and your child is well enough to come to school, then you will need to get it prescribed by a doctor or come into school to administer it.

### **Administering Medication**

School staff will not administer any prescribed medication to pupils unless they have received a "Request for School to Administer Medication Form", which is available from the School Office. This is required to be completed in full, to be signed by the Parent/Carer, and the medication must be in the original dispensed labelled container. A member of staff from your child's class will administer the medicine, therefore medicines are only able to be given at lunchtime: (11.30 -13.00).

The member of staff administering the medication will also complete an individual child administration record, which will record the time and dose given.

No child under 16 should be given prescribed medicines without their Parents written consent. Staff giving medicines to a child should check:

- The Child's Name
- Prescribed dose
- Expiry Date
- Written instructions provided by the prescriber on the label of the container

Should staff have any doubt regarding the procedure they should not administer the medicine but check with the Parents. If staff have any other concerns relating to administering medicine to a particular child, this should be reported to the Headteacher, who will discuss with the Parent, if appropriate.

The administer must ensure that they only administer medication to one child at a time to reduce the risk of giving the wrong medication to the wrong child. (I.e. medication for child A is taken out and give to child A to the prescribers instructions, recorded and returned for storage. Only then can medication for child B be taken out and give to child B according to the prescribers instructions, recorded and returned for storage.)

### **Record Keeping**

An accurate record of when a medicine has been given, or if a child has refused a medicine, is kept by the school office. This record is kept on top of the medicine cupboard, which is located behind the door in the school office. The record offers proof that the school has followed appropriate procedure.

### **Long- Term Medical Needs**

It is essential that the school is aware of any particular needs before a child is admitted, or when a child first develops a medical need. In some cases a written Healthcare Plan will be devised, this will involve the Parents and relevant Healthcare Professionals. Please see Supporting Pupils with Medical Conditions Policy relating to Healthcare Plans.

### **Refusing Medicines**

If pupils refuse to take medication, school staff are not permitted to force them to do so. The school should inform the parents of the child as a matter of urgency. If necessary, the school should call the emergency services.

### **Educational Visits & Sporting Activities**

Sometimes additional safety measures may need to be taken for outside visits / activities. Each trip / activity will be assessed by the Headteacher and relevant teaching staff in form of a Risk Assessment. If appropriate additional safety measures will be implemented.

All accompanying adults should be aware of the medical needs of all children attending the visit / activity. In addition adults are required to respect the privacy and dignity of children with particular needs.

### **Self-Management**

Pupils who suffer from anaphylaxis have two epi-pens kept within the school. For pupils within EYFS both epi-pens are stored securely in the school office. For pupils within Years 1 to 6 one epi-pen is stored securely in their classroom and an additional pen is stored in the school office. Epi pens which are kept in the school office are located on top to the Medicine Cupboard in a clearly named box and can be access without a key.

A Staff First Aid List can be located on the front of the Medicine Cabinet and in the Medical Room; this list also details members of staff who have received the appropriate training to administer an epi-pen.

The School Nurse visits the school annually and when required to review pupil requirements and complete training if required. The School Nurse may contact parents of pupils requiring the use of an epi pen to address any issues.

Pupils who use inhalers are required to store these in the School Office; these can be accessed without a key.

All staff have been issued the following guidance and an additional copy is displayed in the staffroom:

- How to recognise an Asthma Attack
- What to do in the event of an Asthma Attack

### **Storing Medicines**

Staff should only store, supervise and administer medicines that have been prescribed for an individual child. Medicines should be stored in accordance with product instruction (paying particular note to temperature) and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

Children should know where their own medicines are stored. All emergency medicines such as asthma inhalers are stored in the alphabetical labelled drawers, which are located under the medical cupboard and epi pens are located in two places:

- EYFS both are stored in the school office as detailed above
- Year 1-6 one is stored in the school office and the second in the pupil's classroom.

Should a medicine need to be refrigerated, this will be kept in the fridge, which is located in the staff room.

### **Disposal of Medicines**

Staff are not permitted to dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. Parents should also collect medicines held at school at the end of each term. If parents do not collect all medicines, they will be taken to a local pharmacy for safe disposal.

### **Hygiene and Infection Control**

All First Aid trained staff or staff involved in personal care are familiar with normal precautions for avoiding infection and follow basic hygiene. Staff have access to protective disposable gloves and take extra care when dealing with spillages of blood or other body fluids including disposing of dressing or equipment.

### **Emergency Procedure**

In the event of an emergency all staff are aware on how to call the emergency services. In the absence of a parent a member of staff should always accompany a child taken to hospital by ambulance, and they should stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available. Staff should never take children to hospital in their own car. It is safer to call an ambulance.

### **Information for Staff and Others**

Staff (including supply staff and work experience placements) are responsible for ensuring they are familiar with the location of pupil medical information. This information is kept in the following areas:

- Pupil files - these are located in the filing drawers, in the school office
- Pupil Allergy / Medial Conditions Yellow File – which is located in the school office, additionally this information is also displayed in the class registers.

All information held by the school will be treated in the strictest confidence and should not be discussed / shared outside of the school.

If you have questions relating to this Policy, or other issues related to the administration of medication in School, please contact the School Office. In addition we would like to take this opportunity to remind all Parents/Carers that all staff are required to take the necessary steps to prevent the spread of infection. In light of this we may ask you to collect your child or keep your child at home if there is a risk of infecting other children or staff. Please note that you are required to keep your child at home for 48 hours following sickness or diarrhoea.