

Administration of Medicine Policy

AIMS OF THE POLICY

- To support regular attendance of all pupils.
- To ensure staff understand their roles and responsibilities in administering medicines.
- To ensure parents/carers understand their responsibilities in respect of their children's medical needs.
- To ensure medicines are stored and administered safely.
- To ensure that children with medical needs receive proper care and support.

LEGAL REQUIREMENTS

There is no legal or contractual duty on school staff to administer medicine or to supervise a child taking it. This is purely a voluntary role and is recognised as such by the DfE. Staff should be particularly cautious agreeing to administer medicines where:

- The timing is crucial to the health of the child;
- Where there are potentially serious consequences if medication or treatment is missed;
- Or where a degree of technical or medical knowledge is needed.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and/or training specific to the child's medical needs.

PRESCRIPTION MEDICINES

- Medicines that need to be administered 3 times a day should be taken outside school hours whenever possible.
- When medication needs to be administered 4 times a day we ask that a parent/carer comes into school at lunchtime.(- or if they are unable to do so to complete a Medicine Consent form - see guidance on Page 4)
- When pupils have been prescribed long term medication, that is, when it would be detrimental to a child's health if the medicine was not administered during the school day, school would agree through a Care Plan to administer medication to the child in school. In such cases all medicines should be taken directly to the school office by a responsible adult. DfE regulations state that such medicines will only be acceptable in school which have been prescribed. Medicines will need to be in their original container and include the prescribers instructions for administration.

WE WILL NOT BE ABLE TO ACCEPT MEDICINES WHICH HAVE BEEN TAKEN OUT OF THE CONTAINER AS ORIGINALLY DISPENSED NOR MAKE CHANGES TO DOSAGES ON PARENTAL INSTRUCTIONS.

- The medicine should be clearly marked with the child's name and class.
- Any medicine administered will be recorded by the staff member in the 'Medicine Book' in the office.
- Medicines will only be accepted for administration in school, when parents/carers have completed the appropriate 'Medication Consent Form' and a care plan has been agreed.

### Exceptions

Prescribed medicines **might not** be given:

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

### EMERGENCY MEDICINES

All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away but kept in a safe but accessible place.

### LONG-TERM AND COMPLEX NEEDS

It is important to have sufficient information about the medical condition of any child with long-term medical needs. A health care plan for these children, involving the parents and the relevant health professionals, will enable the appropriate support to be provided.

The health care plan will include:

- details of the child's condition
- any special requirements e.g. dietary needs, pre-activity precaution
- any side-effects of the medicine
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- the role staff can play

### STORAGE OF MEDICINES

Rosegrove Infant School is responsible for ensuring that all medicines are stored safely:

- Medicines should be stored in the supplied container, clearly marked with the child's name, class, dose and frequency of administration;
- Medicines should be stored in the medicine cabinet or a non-removable/portable container in the school office under adult supervision;
- No medicine should be kept in a locked cupboard to ensure swift and easy access;
- Where medicines need to be refrigerated they should be kept in the staffroom fridge.

## 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. Parents/carers should collect medicines at the end of the agreed administration time period.

## TRIPS AND OUTINGS

- At Rosegrove Infant School pupils with medical needs are positively encouraged to participate in visits whenever possible - it is therefore necessary to consider for each visit what reasonable adjustments will have to be made to enable the children with medical needs to take part in safely managed visits. The risk assessment form which is completed prior to the visit will need to include the necessary steps to include children with medical needs, together with any particular risk assessments for those children. It may be necessary for additional safety measures to be taken for outside visits. Arrangements for taking any necessary medicines will also need to be taken into consideration.
- Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Health care plans are completed and updated regularly for children who have conditions such as epilepsy, diabetes or anaphylaxis.

## ROLES AND RESPONSIBILITIES

### Parent/Carer:

- Should give school sufficient information about their child's medical needs if treatment or special care is required.
- If pupils are on long term medication must deliver all medicine to the school office in person, sign a 'Medicine Consent Form and keep staff informed of changes to prescribed medicines.
- Must ensure medicines are in date - particularly emergency medicine such as inhalers and adrenaline pens.
- Should not approach welfare staff at lunchtime re medicines. All requests must go via the school office.

### Headteacher:

- To ensure the school's medicine policy is implemented.
- To ensure there are members of staff within the school willing to volunteer to administer medication to specific pupils if required.
- Ensure staff receive appropriate support and training as necessary.
- Ensure that parents/carers are aware of the school's policy on the administration of medication.

#### Staff:

- No medicine to be accepted by the school office unless accompanied by a completed parental 'Medicine Consent Form'.
- Medicines will only be accepted if provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:
  - child's name
  - name of the medicine
  - dose
  - method of administration
  - time/frequency of administration
  - any possible side effects
  - expiry date
- Before giving medicine, staff should check that there is written consent from the parent/carer
- Any member of staff giving medicines to a child should check:
  - the child's name
  - the prescribed dose
  - the expiry date
  - the written instructions provided by the prescriber on the label or container
- If in doubt about any procedure, staff should not administer the medicine but check with the parents or a health professional before taking further action.
- Each time a medicine is given to a child, the member of staff administering the medicine must record the following details in the 'Medicine Book' kept in the school office:-
  - Name
  - Date Time
  - Medicine
  - Dose
  - Staff member who administer medicine
- After administering the medicine, staff must ensure that the medicine is returned to either the school office cupboard or staffroom fridge.
- After the administration period has ended, ensure that medicines are returned to parents for safe disposal.

#### REFUSAL OF MEDICINES

If a child refuses to take medication, staff should not force them to do so, but should note this in the records. Parents should be informed of the refusal on the same day. If refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

#### CONFIDENTIALITY

Staff must always treat medical information confidentially. Medical information will be shared on a need to know basis.

### STAFF TRAINING

Staff regularly have training in a variety of health issues, including the use of epipens, the treatment of general injuries, diabetes awareness etc. First Aid is also available to staff.

### FIRST AID KITS

These are checked and updated regularly and are kept in a central location. First Aid guidance followed in Sept 2016 i.e. to ensure that contents of the kit are appropriate.

### MONITORING

This policy will be reviewed regularly in accordance with national guidelines.