

ADMINISTERING MEDICINES POLICY



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Aims

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

Introduction

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed on to others; children should remain at home to be cared for and looked after.

The school is committed to ensuring that children may return to school as soon as possible after an illness (subject to the health and safety of the school community), and that children with chronic health needs are supported at school. This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

Prescription Medicines

- Medicines should only be brought to school when essential; where it would be detrimental to the child's health if the medicine were not administered during the school day.
- All medicines should be taken directly to the school office by a responsible adult.
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration.
- The medicine should be clearly marked with the child's name and class name.
- The appropriate dosage spoon should be included with all medicines sent to school.
- Any medicine administered will be recorded by the staff member on the Administration of Medication Record Form in the Personal Care Folder in the School Office.
- Medicines will only be accepted for administration in school on completion of the Request to Administer Medication Form by a parent of carer.

Non-prescription Medicines

- School will NOT administer non-prescription medication.

Roles and responsibilities of school staff

- Staff at Kell Bank CE Primary School are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering prescribed medicines. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so.
- All medicines are stored securely in the office with access only for staff.
- Staff must complete the Administration of Medication Record Form kept in the office each time medicine is administered.
- Relevant staff will be trained on how to administer Epipens should there be a child in the school who uses one.

Parents'/carers' responsibilities

- In most cases, parents/carers will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of prescribed medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the Request to Administer Medication Form in the school office before a medicine can be administered by staff.
- Parents are responsible for ensuring that all medication kept in school e.g. asthma inhalers, Epipens, are within date.
- Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is no longer deemed to be asthmatic.

Long-term and complex needs

Where a child has a significant or complex health needs, parents/carers should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals.

Storage of medicines

- The 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, dose and frequency of administration.
- Medicines should be stored in the school office under adult supervision.
- Where medicines need to be refrigerated they will be kept in the staff room fridge.

Managing medicines on school trips

- All staff supervising visits should be aware of any medical needs, medicine to be administered and the relevant emergency procedures.
- On school visits teachers are responsible for taking any relevant medications with them.
- Any administration of medicine must be recorded on the Administration of Medication Record on return to school.

Medication refusal

- If a child refuses to take medication staff will not force them to do so.
- The refusal will be recorded and the parents informed.

Staff refusal

- While no member of staff can be compelled to give medical treatment to a pupil, it is hoped that through the support of parental consent, they will be encouraged to regard it as part of their pastoral role.
- Where such arrangements fail it is the parents' responsibility to make appropriate alternative arrangements in conjunction with the school.