



Reedley Primary School
Policy for Administration of Medicines

Introduction

Children who are ill and require prescription medication may often be considered too ill to attend school. There are, however, circumstances where prescription medicines need to be taken whilst the child is in school.

Legal Aspects

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. This is purely a volunteer role. 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.

Under no circumstances must any medication, including non-prescription drugs such as Paracetamol, be administered without parental approval.

Purpose

This policy aims to ensure that any medication held in school is safely stored and correctly administered with the proper consent of parents/carers. This is necessary in order to protect children and avoid poisoning or adverse reaction.

Practice

Parents are discouraged from sending medications to school. In cases where medication should be administered 3 times a day, this could be done before school, immediately after school, and at bedtime for example. We recognise that there are exceptions to this, and in such circumstances the following guidelines should be followed:

Only prescription medicines, clearly labelled for use by the named child by a pharmacist, which need to be taken during the day, may be administered.

However, this relies on a member of staff being willing to do this. Alternatively, parents may choose to administer the medicines themselves.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Each item of medication must be delivered to the Headteacher or Authorised Person (Mrs Iqbal or Mrs Walton), in normal circumstances by the parent, **in a secure and labelled container as**

originally dispensed. Each item of medication must be clearly labelled with the following information:

Child's name, date of birth, date of dispensing, name of medication, dosage, frequency of administration, storage requirements and expiry date.

The school will not accept items of medication in unlabelled containers.

Storage of medicines

Medicines shall be kept in the medicines cabinet Mrs Walton's office with the exception of reliever inhalers (usually blue) which must be accessible to children with asthma at all times. School staff ensure inhalers are always accessible for when the children need them. These inhalers must be carried by adults whenever children undertake physical activities outside the school premises and on school trips.

Medicine should be administered from the original container or by a monitored dosage system such as a blister pack. The designated member of staff should sign the medicine form only if they have personally administered, assisted, or witnessed the administration of the medicines.

When medicines are used, staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP/Pharmacist or from parents.

All medicines should be stored in the original container, be properly labelled and kept in a secure place, out of reach of children. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separated from any foodstuff.

Where needles are used, a sharps container and adequate arrangements for collection and incineration should be in place. Such arrangements are necessary for any equipment used which may be contaminated with body fluids, such as blood etc.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents/carers of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents/carers to notify the school in writing if the pupil's need for medication has ceased.

It is the parents'/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental or carer instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent/carer at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent/carer for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medication needs, the headteacher ensures that a Care Plan is drawn up, in conjunction with the appropriate health professionals. This is reviewed at least once a year.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents/carer will be asked to confirm in writing if they wish their child to carry their medication with them in school.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedures to be followed in the event of an emergency.

Any comfort aid such as 'cough sweets' should be sent to the office or stored by the classteacher and collected by the parent/carer at the end of the school day.

Record Keeping

The following information must be completed and signed by the parent on a medical consent form:

- Name and date of birth of the child
- Name of parents/guardian, and emergency telephone number
- Name of medicines
- Consent given by parents/guardian for staff to administer these medicines
- Expiry dates of medicines
- Storage details

Children who need inhalers for asthma need to keep a record every time the inhaler is administered. For younger children, adults need to record this; older children may be able to do this on their own after it has been explained to them. This record will be copied and sent home every half term.

If the parent/carer is unable to provide the information then the medicine cannot be administered in school.

The person administering the medication should complete the record of medicines administered. The MEDICATION CONSENT FORM, providing all the information above, will be copied and retained in a central file as a record for future reference and a copy given to parent/carer once signed.

Medicines are NEVER given to a child other than the one for which it was prescribed.

Policy author: Sarah Bell

Date: 4.1.16

Governor Ratification:

Date: _____

Signed: _____

Name: _____

To be reviewed January 2018

Medical Consent Form – Reedley School

Name of child: Class:	Date of birth of child:
Name of parent/carer:	
Emergency contact number(s) of parent/carer:	
Illness/condition _____	
Name/type of medicine: _____	
Expiry or use by date of medicine:	
Can child self administer medicine? Yes/No	
Dose:	Any special guidance:
Dates medicine needed:	
Consequences if medication or treatment missed / action required:	
Possible side effects:	
Storage details:	
Emergency Procedures:	

Parent/Carer – Please read and sign if you agree to the following statement:

I sign to give permission for a staff member to administer the following medicine to my child, in line with the required dosage. I understand that this task is being undertaken voluntarily and in a spirit of general care and concern. I am aware that school staff will make every effort to administer this medication on time and as required.

Parent/carer consent _____

Date signed _____

Member of staff recording details _____

One copy of this signed form to be given to parent/carer, one copy to be retained in the school's medical file.

