

Abbey Lane Primary School

Administering Medicines Policy



Summary of main points

- **There is no legal duty that requires school staff to administer medicines and medicines should only be taken to school when essential.**
- **Medicines brought to school should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.**
- **Staff will give a child medicine only with their parent's written consent by completion of the relevant form.**
- **School will keep written records of each time a medicine is given.**
- **Responsibility for the administration of medicines remains with parents - delegated to school for school hours only (8.45am – 3.10pm)**

Introduction

In 2005 DfES published *Managing Medicines in Schools and Early Years Settings*. This policy reflects that guidance.

Children with medical needs have the same rights of admission to a school setting as other children. Parents have the prime responsibility for their child's health and should provide schools with information about their child's medical needs.

There is no legal duty that requires school staff to administer medicines and medicines should only be taken to school in exceptional circumstances. Staff have a duty of care to act like any reasonably prudent parent. In exceptional circumstances the duty of care could lead to administering medicine and/or taking action in an emergency.

Schools need to know about any particular needs before a child is admitted or when a child develops a medical need. A health care plan may be necessary for such children, involving parents and relevant health professionals.

Aims and objectives

We aim, as a school, to produce a safe and secure environment where all can learn without anxiety, and measures are in place to support children with medical needs.

This policy aims to produce a consistent school response to supporting children with medical needs who require access to their medicines in school.

We aim to make all those connected with the school aware of catering for children with medical needs, and make clear each person's responsibilities with regard to the administering medicines in our school.

We aim to give children support and encouragement to take responsibility to manage and make decisions about their own medicines.

Medicines in school

No child under sixteen should be given medicines without their parent's written consent.

Medicines should only be sent to school where it would be detrimental to the child's health if it were not administered during the school day. For example, medicine prescribed to be taken three times a day could be taken before school, after school and before bed.

The school will only accept medicines that have been 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.**

School will keep written records of each time a medicine is given. Children in Junior Schools may carry their own asthma inhaler and manage its use. All other emergency medicines, such as anti-histamine liquids and epipens are stored in a locked cupboard in the GP room and in the class First Aid box. If the child is working off site, for example on an educational visit, the medicine should be removed from there and taken by an authorised member of staff who accompanies the child on the visit.

Non-emergency medicines are also kept in the GP room in a locked cupboard. Medicines that are required to be refrigerated should be clearly labelled and placed in the refrigerator in the GP room.

Emergency Procedures

Staff should not take a child to hospital in their car; an ambulance should be called. In an emergency, a member of staff may accompany a child to the hospital and stay until the parent arrives.

The role of the school staff

Staff have a duty of care to act like any reasonably prudent parent. In exceptional circumstances the duty of care could lead to administering medicine and/or taking action in an emergency.

Staff (Mrs. Stafford, Mrs Greaves, Mrs. Mason)

- Will give a child medicine only with their parent's **written** consent. This written consent must be obtained for each separate course of medicine.
- Each time will check:
 - the child's name (preferably by asking the child their name to cross check)
 - the prescribed dose and method of administration
 - expiry date
 - written instructions by the prescriber on the label or container
- Will administer medicines in accordance with the prescriber's instructions.
- Will check that any details provided by the parents are consistent with the instructions on the container as part of the checks above.
- Should have been made aware of possible side effects and what to do if they occur by parents in writing on the parental agreement form.
- Will record all administering of medicines on the appropriate form.
- Will record if a child refuses to take a medicine and contact the parent.
- Will discuss any concerns with the parents.
- Will contact the parents of a child who is not well enough to be in school.
- Will return any controlled drug to the parent at the end of each week.
- Will return any other medicine to the parent at the end of every day.
- Will consider whether a risk assessment is necessary for some children (e.g. for sporting activities) and be aware of relevant medical conditions and any preventative medicine that may be needed to be taken and emergency procedures.

The role of parents and carers

Parents and carers

- Should provide full information about their child's medical needs, including details on medicines their child needs, and specifying clearly the time span of the dosage.
- Should provide details of any changes to the prescription or support required.
- Should develop a health care plan where necessary with the school and relevant health professionals. In certain circumstances, a copy of the hospital protocol is also required, only when this is done can the medication be administered.
- Will keep their child at home when s/he is acutely unwell.
- Should only send medicines to school in exceptional circumstances, where it would be detrimental to the child's health if it were not administered during the school day.
- Will complete the relevant form to give written consent for any medicine to be taken in school. Should complete the consent form each time a medication changes even within the same illness or condition.
- Are encouraged to ask the prescriber to prescribe in doses that can be taken out of school hours. It should be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.
- Will provide medicines in the original container as dispensed by a pharmacist which states the child's name, the name of the medication, dosage, timing, storage details and must be within the expiry date.
- Will collect medicines held in school at the end of each day/week as appropriate.
- Where a child is attending Kids Kabin or another after school activity, it is the parent's responsibility to arrange for collection of medicines at 3.10pm if the medicine is required at home at night.
- Are responsible for arranging the safe disposal of the medicine when no longer required.
- Have a responsibility to support the school's administering of medicines policy.

M Stafford