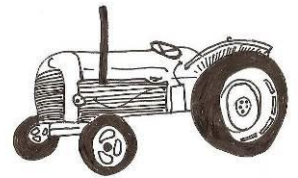


Administration of Medicines Policy

Originated by:	Babraham C of E Primary School
Reviewed by:	Victoria Penty
Review date:	June 2024
Distributed to:	All staff and governors. Parents as appropriate.
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Adopted at Governors' Meeting	24 th June 2024
Signature of Chair of Governors:	Priya Schoenfelder
Next review date	June 2026
Modification history:	



Policy statement

Regular school attendance is vital for every child and Babraham C of E Primary School does all that it can to maintain high attendance figures. Nevertheless, from time to time children will become ill and may require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete.

There are, however, a few exceptions to this:

- When a child has almost fully recovered and simply needs to complete a course of medication (e.g. antibiotics) for a short time (typically 1-3 days).
- Where a child suffers from asthma (or any other occasional ailment) and may need to use an inhaler or other prescribed medication.
- The use of an adrenaline/epinephrine auto-injector [such as EpiPen (Jr) or Jext]

Where equipment such as an inhaler is necessary, we strongly encourage children to take personal responsibility for these items as soon as possible.

School staff are permitted – but not obliged – to administer ‘over the counter’ medicines at the specific request of pupils’ parents/guardians. Typically, but not exclusively, this refers to medicines such as Calpol or Nurofen. Administration of such medicines should strictly follow dosage guidelines and should not be for a continuous period of longer than three days unless agreed otherwise. It is the responsibility of parents to provide school with the appropriate medicine (type and quantity) for their child’s condition in its original container, complete with box and instruction leaflet. Parents will be expected to complete the school’s permission form, detailing the timing and dosage of medicine they wish for their child to receive and giving permission for medicine to be administered by competent, first aid-trained school staff.

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 voluntary 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;
- 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 be administered without parental approval.

Safety checklist

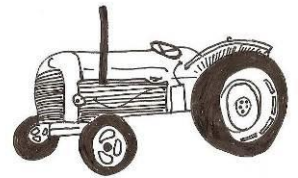
School staff should refer to the following safety checklist if asked to administer medicine to a pupil.

- Is any specific training required to administer medicines?
- Is this the first dose? Staff must not administer the first dosage in case there is a reaction.
- Is any necessary protective clothing or equipment available?
- Has the parent completed the Medication Consent Form? Has a copy been filed?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for the G.P. and parent or guardian clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Details of this policy and procedures will be publicised widely and available from the school website.
- Will medication be stored in a safe place and at a suitable temperature?

Instruction and Training

Specific instructions and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken.

Such safeguards are necessary both for the staff involved and to ensure the wellbeing of the child. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions.



Record Keeping

The following information must be completed by the parent:

- Name, address and date of birth of the child
- Name of parents/guardian, contact address and telephone number
- Name, address and telephone number of GP
- Name of medicines
- Details of prescribed dosage
- Date and time of last dosage given
- Consent given by the parents/guardian for staff to administer these medicines.
- Expiry dates of the medicines
- Storage details

The Parent Consent form, providing all the information above, will be copied and retained in a central file as a record for future reference.

Safe storage and disposal of medicines

Medicine should be administered from the **original container** or by a monitored dosage system such as a blister pack. Parents are asked to provide a dispensing spoon or other method of administration. The designated member of staff should not sign the medicine record book unless 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. Medicines should only be kept while the child is in attendance.

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. Any unused or outdated medication will be returned to the parent for safe disposal.

Accidental failure of the agreed procedures

Should a member of staff fail to administer any medication as required they will inform the parent as soon as possible. However, the position should not normally arise as any child requiring vital medication or treatment would not normally be in school.

Children with infectious diseases

Children with infectious diseases will not be allowed in school until deemed safe by their doctor or local health authorities.

The permission form to administer medication can be found on the school website in the Parent section.