



MIDDLETON PARISH CHURCH SCHOOL

ADMINISTRATION OF MEDICINES PROCEDURE

'Excellence, Truth & Grace'

RATIONALE:

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

AIMS OF THIS POLICY:

- to explain our procedures for managing medicines which may need to be taken during the school day
- to explain our procedures for managing medicines on school trips
- to outline the roles and responsibilities for the administration of prescription medicines

MEDICINES:

Parents should, wherever possible, administer or supervise the self-administration of all medication to their child. This may require parents visiting the school during the lunch break etc. However, we understand that this may not be practicable and in such case parents may make a request for medication to be administered to the child at school.

If, in exceptional circumstances, it is necessary for children to take medicine during school time, the following procedure applies:

- ▶ Parent/carer must come to the see to complete relevant paperwork.
- ▶ Parent/carer must hand the medication in to the School Office where it will be stored safely.
- ▶ The medicine must be clearly labelled with:-
 - a). the child's name
 - b). the name of the medicine
 - c). the dosage required
 - d). when the dose is to be taken
- ▶ The medicine should be collected from the School Office, by the parent/carer at the end of the school day.

Medicines will be administered at before or after lunch, unless a specific time has been indicated by the prescriber.

In exceptional circumstances, staff can administering non prescribed medicine in the form of a painkiller (e.g. Calpol). This is carefully controlled but allows a child to be in school when, for instance, they may have a toothache and are waiting for a dentist appointment. Parents/carers must write to request this medicine is given. Following agreement by a senior leader, the same procedure as with prescribed medicine is followed.

This measure is a short-term measure to assist parents and to ensure we are doing everything we can to support all children in their right to access a full time education.

STORAGE OF MEDICINES:

All medicines should be delivered to the school office by the parent or carer. **Under no circumstances** should medicines be left in a child's possession.

All medicines should be stored in accordance with product instructions (paying particular attention to temperature). Medicines will normally be kept in the school office. Medicine should not be kept in classrooms, with the exception of adrenaline pens and inhalers.

All medicines must be stored in the supplied container and be clearly labelled with the name of the child; the name and dose of the medicine and the frequency of administration. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and kept in an agreed place in the classroom.

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. They should collect medicines at the end of the agreed administration time period.

TRIPS AND OUTINGS:

Children with medical needs are given the same opportunities as other children. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk assessment for such children.

Arrangements for taking any medicines on trips must be made. A copy of any health care plans should be taken on visits.

ROLES AND RESPONSIBILITIES:

Parent/Carer: -

- Should give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to the school office in person.
- Are responsible for collecting the medication at the end of the school day.
- Must complete and sign the parental agreement form.
- Must keep staff informed of changes to prescribed medicines.
- Should administer medicines at home, wherever possible.

Head teacher: -

- To ensure that the school's policy on the administration of medicines is implemented.
- Ensure that staff receive support and appropriate training where necessary.
- To share information, as appropriate, about a child's medical needs.
- Ensure that parents are aware of the School's policy on the administration of medicines.
- Consult with other professionals as necessary e.g. the school nurse.
- Ensure that medicines are stored correctly.

Staff: -

- Staff are not medically trained and their assistance in administering medicines purely voluntary. Staff cannot be responsible for any dose missed.
- On receipt of medicines, the child's name; prescribed dose; expiry date and written instructions provided by the prescriber should be checked.
- Ensure that the parent/career completes a consent form for the administration of medicines following the prescriber's instruction.
- Complete the 'administration of medicines' record on Medical Tracker each time medication is given.

REFUSAL OF MEDICINES:

If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably possible.

RECORD KEEPING:

Medicines should be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. Staff should check that written details include: -

- name of the child
- name of the medicine
- dose
- method of administration
- time and frequency of administration
- any side effects
- expiry date

A parental agreement form must be completed and signed by the parent, before medicines can be administered. At the time of administering medicines, the member of staff must complete the medicines record sheet. No medication should be given unless it has been checked by a second adult.

CHILDREN WITH LONG TERM MEDICAL NEEDS:

It is important that the school has sufficient information about the medical condition of any child with long-term medical needs. A health care plan will be written for children with long-term medical needs, involving the parents and relevant health professionals.

CONFIDENTIALITY:

The head and staff should always treat medical information confidentially. The head should obtain agreement from the child's parent should he/she wish to share this information with anyone other than staff members and the emergency services for whatever reason.

STAFF TRAINING:

Training opportunities are identified for staff with responsibilities for administering medicines.

INSURANCE:

Staff providing support to pupils with medical conditions, are covered by our School Insurance Policies (Public Liability Insurance & Medical Malpractice Policy).

RELATED POLICIES:

Health and Safety Policy

First Aid Policy

This policy should be reviewed annually in accordance with National Guidance.