

MORTON PRIMARY SCHOOL

Administration of Medicines in School

Head Teachers/Associate Head Teachers are advised not to allow children to bring medication into school except as covered by the 'Administration of Medicines in Schools' document and the relevant codes of practice.

To avoid unnecessary taking of medicines at school, parents/guardians should:

1. be aware that a three-times daily dosage can usually be spaced evenly throughout the day and does not necessarily have to be taken at lunch time; and
2. ask the family doctor if it is possible to adjust the medication to avoid school time doses.
3. where occasionally this cannot be arranged, parents/guardians are encouraged to note that if the pupil needs a dose of medication at lunchtime, the pupil should return home for this, or the parent/guardian should come into school to administer the medicine. If this is not possible, the recommended procedure for administration of medicines should be adopted.
4. parents/guardians should be informed that they will need to ask the pharmacist for duplicate labeled bottles in order to send medicines to school.
5. parents/guardians should be made aware that the school does not keep medication for distribution to pupils e.g. Paracetamol, Ibuprofen etc.

All medicines that are held in school must be prescribed by a doctor and accompanied by written instructions on the school's Parental Consent form from the parent and/or the G.P.

1. On the few occasions when medicines have to be brought into schools, the original/duplicate container, complete with the original dispensing label should be used.
2. Where schools supervise self administration, appropriate measures should be taken to ensure the prescribed medicine is appropriately stored to prevent any unsupervised self administration of the medicine.
3. Ensure that the medication belongs to the named student and it is within the expiry date.
4. A record is kept in the appropriate form, noting that the session was supervised, but clearly indicating that medication was self-administered by student.
 - To avoid the risk of double dosing in schools the Head Teacher / Associate Head Teacher must clarify who is responsible for administering medications.

- As an extra precaution staff who supervise students taking prescription medication must routinely consult the record form before any medication is released.
- All staff who participate in supervising prescription medication must receive appropriate information and training for specified treatments in accordance with the code of practice. In most instances, this will not involve more than would be expected of a parent or adult who gives medicine to a child.

The Head Teacher must ensure that all relevant staff are aware of pupils who are taking medication, and who is responsible for supervising the prescribed medication; and that this person should be routinely summoned in the event of a child on medication feeling unwell, as they should be aware of any symptoms, if any, associated with the child's illness which may require emergency action. Other trained staff who may be required e.g. 1st Aider should be summoned as appropriate.

Any medication which has reached its expiry date should not be held in school.

- Medicines which have passed the expiry date should be returned to parents/guardians for disposal. Parents should be advised that the medicines are out of date and should be asked to collect them. Parents should also be advised that out of date medicines can be returned to the pharmacy for safe disposal. Out of date medicines should not be sent home with pupils.

ASTHMA

It is the parent's/guardian's responsibility, in consultation with the child's G.P. and dispensing chemist, to ensure that all asthma inhalers are clearly labeled with the child's name and to identify the medicine as a 'reliever' or 'preventer'.

DIABETICS

Emergency supplies of Lucozade or other glucose drink/tablets (provided by the parent/guardian) should be kept in student services. These supplies must not be used for any purpose other than dealing with a diabetic condition. Supplies must be checked regularly to ensure they are 'in date' and replaced immediately when used.

EPILEPSY

It is the parents / guardians responsibility to inform school if their child suffers from this condition or has any unexplained seizures. All school staff will be informed of the students condition and instructed on how to deal with the student in the event of a seizure.

ANAPHYLAXIS

An individual Treatment Plan must be drawn up by the Consultant Paediatrician or the G.P.

In addition to the written instructions a form of indemnity must be signed by the parent/guardian which would indemnify staff in respect of their agreeing to undertake the task of administering an adrenalin injection where an acute allergic condition is known.

The parent/guardian must agree in writing to be responsible for ensuring that the school is kept supplied with injections which are 'in date'.

The parent/guardian is responsible for providing the school with names and telephone numbers of persons who can be contacted in a matter of emergency.

**Approved by Full Governing Body
September 2018**