



THE RACKHAM
C OF E PRIMARY SCHOOL

Administering Medicines Policy

Policy Number: SCH 008

Date: January 2024

The Rackham C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Introduction

The school setting has a duty of care and at some point it will be necessary to administer or support pupils in the management of their own medication.

Parents and carers must provide full information about their child's medical needs. This information must be on a Parental Agreement form or an Individual Healthcare Plan and signed by the parent or carer. All information will be treated in strict confidence by the school staff. Staff involved in administering the medicine should be fully updated on any change to the medical condition and subsequent medication used.

Administering the medicine

No medication will be administered without permission, through the filing out of a 'Parental agreement for setting to administer medicine' form, which are available from the school office. Each medication requires a separate parental agreement form to be completed and must be updated at the start of each school year.

All medication must be in the container as originally dispensed with the prescription label if applicable. Parents and carers must ensure that they inform staff of any special storage conditions that the medication may require. Unless special storage conditions are necessary and with the exception of asthma inhalers, all medication prescribed or otherwise is to be stored in the locked metal case which is in the school office.

Where the medicine in question are antibiotics, at the advise of the Local Authority, unless there are exceptional circumstances, school can only administer if the required dosage is 4 times a day, and we can only do one of the doses.

All medicines must be handed to the office staff by an adult. Medicines should not be placed in school bags for the child to bring in.

Recording administration

When medication is administered an entry must be made on our recording system, Medical Tracker, and must be completed by the person administering, or supervising. Children who self-administer must be competent with their technique. As children grow and develop they should be encouraged to take responsibility for their own medication. Once the entry is made, a notification should be sent via medical tracker to the parent or carer so they are aware.

Refusal

Should a child refuse to take their medication, they should only be encouraged and not forced to do so. The parent/carer must be informed personally of the refusal on the same day.

Non-prescription medicines

In exceptional circumstances non-prescription medicines such as paracetamol, ibuprofen and topical creams can be given in school. Same rules apply as to prescription medicines as laid out above including that they must be brought to the school office by an adult and must be accompanied by a

'Parental agreement for setting to administer medicine' form.

There are some medicines that we cannot administer in school, these include eye drops (unless the child is capable of administering the drops themselves) and such things as cough or sore throat sweets as they pose a choking hazard. This list is not exhaustive so please contact the office if you are unsure if a medicine can be administered in school.

Outside school – trips and outings

On residential trips and on day outings, a qualified First Aider will be responsible for collecting, holding and administering all medication. The consent form to be used on residential trips will also be held by the First Aider, a blank copy of which can be obtained from the school office.

Blood glucose test

It may occasionally be necessary to administer or supervise blood glucose tests and/or interpret test results. However this should only be done in accordance with written consent and instructions from a parent, carer or Healthcare professional.

Adrenaline Auto Injectors

The use of adrenaline auto injectors in school is in line with 'Guidance on the use of adrenaline auto injectors in school' from the Department of Health 2017.

All first aiders (both 1 day and 3 day) will be trained in the use of adrenaline auto injectors as part of their first aid training to ensure there is adequate trained staff.

Adrenaline auto injectors are kept in the appropriate classroom (with protocols) and are only removed for use or to be taken on trips. A list of class auto injector locations will be kept centrally, by the first aid lead.

Use by dates will be regularly checked and parents or carers notified if replacements are required.

Asthma Inhalers

Asthma inhalers will be kept in the classroom and taken to PE sessions if necessary. They are only removed other than that to be taken on trips. A list of class inhaler locations will be kept centrally, by the first aid lead.

Use by dates will be regularly checked and parents or carers notified if replacements are required.

This policy will be reviewed and agreed in line with Government guidelines by the Governing Body.

Approved and signed by:

Headteacher



Signed:

Date: 1st February 2024

Chair of Governing body



Signed:

Date: 1st February 2024