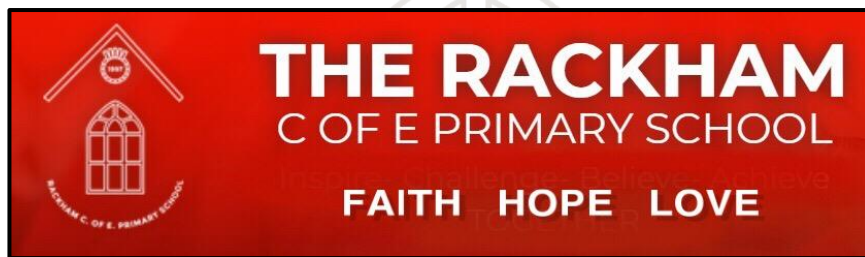


# Rackham (CE) Primary School



## Administering Medicines Policy

Policy Number: SCH 008

Date: June 2022

## **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. 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 prescribed medication is to be stored in a locked metal case which is to be kept in the school office.

All medicines must be handed to the office staff who will inform the first aider in the appropriate year team, and then store the medicine in the office. It will be the responsibility of the receiving first aider to remember that medication needs administering and the time of administration.

## **Recording administration**

When medication is administered an entry must be made on our recording system, Medical Tracker, 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**

As a general rule non-prescription medicines cannot be given by in school first aiders. Should a child require non-prescription medicine such as paracetamol the parent or carer must come in and administer this themselves. In exceptional circumstances the Headteacher will consider the use of non-prescription medicines for individual children.

## **Outside school – trips and outings**

On residential trips and outings, a qualified First Aider will be responsible for collecting, holding and administering all prescribed 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 taken to PE sessions, on trips and out to lunch or play if required. At lunchtime midday supervisors will look after auto injectors. A list of class auto injector locations will be kept centrally, by the first aid lead.

### **Asthma Inhalers**

Asthma inhalers will be kept in the classroom and taken to PE sessions, on trips and out to lunch or play if required. At lunchtime midday supervisors will look after inhalers. A list of class inhaler locations will be kept centrally, by the first aid lead.

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

### **Approved and signed by:**

#### **Headteacher**

Date: 21<sup>st</sup> June 2022

Signed:



#### **Chair of Governing body**

Date: 21<sup>st</sup> June 2022

Signed:

