



St Peter's (A) Primary School

Medication

The school follows the Staffordshire Children Young People Medication Guidance

Local Procedures:

- Only prescribed medicine, in the original packaging, with the child's name, on will be given.
- No school medication to be kept.
- Parents to fill out a permission form from the office.
- Antibiotics will be kept in the staffroom fridge.
- Other medication stored in locked cabinet in first aid room - key kept in the office.
- When medication is given a medical sticker will be completed and stuck into learning journal and logged into record log in ink.
- Two people must be present when administering medicine.
- No 3x a day antibiotics to be given, these can be administered at home with appropriate time spacing.
- For medication that needs to be given PRN 'as required', parents must complete a form describing symptoms and reasons for medication recorded.
- If a child refuses to take medication they must not be forced - this to be recorded.
- Unused medication will be returned to parents / carers.
- Children requiring inhalers will have parental forms completed for use of the emergency inhaler. This will be kept in the school office. Children will keep their inhalers in a basket in the classroom.
- Where appropriate children will be encouraged to be responsible for their own medication - carrying and taking.
- Any child requiring medication long term will have a health care plan / risk assessment completed for them, this also includes children requiring epi pen.
- Children will be given medication discreetly and appropriate to requirements ensuring privacy and dignity.
- Procedures are the same whether at school or on a trip - date, time, medication, who present all to be recorded. Medicine will be kept by the member of staff in charge.
- Staff must ensure they have risk assessed visit destination / activities for risk to children on medication.
- In the event of an evacuation the emergency inhaler and epi pens will be taken out of school.

Responsibilities:

- All staff to follow above local procedures.
- Staff must ensure appropriate medicines are taken on trips - inhalers / epi pens.
- Mrs Hull to check records and correct procedures being carried out.
- Mrs Hull / Mrs Moss to ensure all medication / inhalers up to date.
- Mrs George to ensure staff trained to appropriate level and up to date inc. asthma, epi pen
- Mrs Bagshaw to ensure appropriate care plans in place.
- Parents have responsibility to ensure all medication is in condition distributed by pharmacist and in date.
- Governors to ensure correct local procedures in place.

Records to be kept:

- Confirmation of Medication Details
- Record of medication given
- PRN permission form.
- Emergency inhaler form.
- Receipt of medication

Management of Errors/Incidents in Administration of Medicines:

In the event that medication has been administered incorrectly or the procedures have not been correctly followed, then the following procedure is to be implemented: -

- Ensure the safety of the young person. Normal first aid procedures must be followed which will include checking pulse and respiration.
- Telephone for an ambulance if the child's condition is a cause for concern.
- Notify the Manager/Person in Charge.
- Contact the young person's Parents/Carers as soon as practicable.
- Contact the young person's GP/Pharmacist for advice if necessary. (Out of hours contact NHS 111).
- Document any immediate adverse reactions and record the incident in the young person's file/Care Plan using the Medication Incident Report Form HSF36.
- The Settings Manager must complete the Medication Incident Report Form HSF 36 and, if injury results, the County Council Accident Investigation Report HSF40.
- The Setting Manager must commence an immediate investigation about the incident, inform the the Health, Safety and Wellbeing Service and, where applicable inform any relevant regulatory body. Statements should be taken from both staff and young persons if they are self-medicating.
- The medication administration record sheet should reflect the error.
- Young person's parent/carer/guardian should be informed formally in writing.