

# BENTLEY ST PAUL'S C OF E PRIMARY SCHOOL

## POLICY FOR ADMINISTERING MEDICINES



*'Growing together in faith, love and trust, we will succeed.'*

Date of Policy: July 2016

Date of Review: July 2018

Date Ratified by FGB:

## **Administration of Medicines Policy**

### **Bentley St Paul's C of E Primary School**

Bentley St Paul's C of E Primary School is committed to reducing the barriers to sharing in school life and learning for all pupils. This policy sets out the steps the school will take to ensure full access for all children who require medication.

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 require medicines on a long-term basis, such as children with severe allergies.

#### **Aims of this policy**

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

THERE IS NO LEGAL DUTY THAT REQUIRES ANY MEMBER OF SCHOOL STAFF TO ADMINISTER MEDICINES.

**Prescribed Medicines** – these will only be administered where an individual medication plan is in place.

- Medicines should only be brought into school when essential; where it would be detrimental to a child's health if it were not administered during the school day.
- Staff can only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines MUST be in the original container as dispensed by a pharmacist with the prescription label, including the child's name and the prescriber's instructions for administration.
- Medicines that need to be taken three times a day should be taken in the morning, after school and at bedtime so do not need to be administered in school, unless written instructions are given by a medical practitioner to the contrary.
- Medication such as paracetamol or aspirin cannot be administered by staff unless prescribed by a medical practitioner.

#### **Children with Asthma**

- Children who have inhalers should have them available where necessary.
- Inhalers are kept in a safe, accessible place, usually within the classroom. Children will be expected to take responsibility for their own inhaler, when they are ready or in Key Stage 2 whichever is sooner.

- They should be taken to all physical activities.
- Inhalers must be labelled with the child's name and guidelines of administration.

It is the responsibility of the parent/carer to regularly check the condition of inhalers and ensure that they are in working order and have not run out/expired.

### **Allergies**

Children who have severe allergies (such as a nut allergy) and need epipen medication, will have their medication close to hand at all times.

- Additional Epipens will be stored in an unlocked cupboard in the medical room.
- All staff will be made aware of the identity of children who suffer from anaphylaxis.

### **Non-prescribed medicines**

- We are unable to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Parents/carers are welcome to come into school to administer these medicines to their child.

### **Storage of prescribed medicines**

- All medicines should be delivered to a member of staff by the parent/carer. Under no circumstances should medicines be left in a child's possession, other than asthma inhalers.
- The parent/carer must fill in an administering medicines form giving staff written permission to give the correct dose.
- All medicines must be stored according to dispenser's instructions (paying particular attention to temperature) with the name of the child clearly marked.
- Medicines will usually be kept in the fridge in the office.
- All emergency medicines, such as inhalers or epipens, must be readily available to children and staff and kept in an agreed place.
- Children may carry their own inhalers where appropriate.

### **Disposal of medicines**

- Staff should not dispose of medicines.
- Parents are responsible for making sure that date-expired medicines are returned to the pharmacy for safe disposal.
- Parents should collect medicines at the end of the agreed administration time period.
- Medicines required daily for a period, which have been left at school over a weekend, will not continue to be administered on return to school.

## **Visits and outings**

Children with medical needs are given the same opportunities as other children at Bentley St Paul's C of E Primary School. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits.

- Risk assessments are carried out before any visit.
- One member of staff will be nominated to have responsibility for the administration of medication.

## **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 a member of staff.
- Must complete and sign the parental agreement form.
- Must keep staff informed of changes to prescribed medicines.
- Keep medicines in date – particularly emergency medication such as epipens.

### **Headteacher**

- To ensure that the school's policy on administering medicines is implemented.
- To ensure there are members of staff in school willing to volunteer to administer medicines to specific pupils as required.
- To ensure staff receive support and appropriate training as necessary.
- To share information, as appropriate, about a child's medical needs.
- To ensure that parents are aware of the school's medicine administration policy.
- To ensure that medicines are stored correctly.

### **Staff**

- To check details are accurate and clear on prescription labels.
- To ensure that the parent/carer completes a consent form for the administration of medicines.
- To complete the 'administration of medicines' record sheet each time medicine is given.
- To ensure medicines are returned to parent/carer at the end of the school day.
- To ensure medicines are returned to parent/carer for disposal.

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

## **Record keeping**

Medicine should be provided in the original container. Staff should check that written details include;

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time and frequency of administration
- Any side effects
- Expiry date

A parental agreement form should be completed and signed by parent/carer before medicines can be administered.

## **Long term medical needs**

It is important that school has adequate information about long term medical conditions. A health care plan may be drawn up, involving parents and other health care professionals.

All staff have access to the Bentley St Paul's C of E Primary School information folder: 'Children with Medical Conditions'. This contains copies of pupil's care plans from reception class to year six. The folder is reviewed annually.

## **Confidentiality**

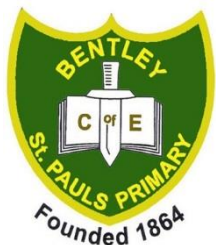
The head and staff should always treat medical information confidentially. The head should agree with the parent/carer who else should have access to records and other information about a child.

## **Staff training**

Staff with responsibility for administering medicines will have appropriate training to be able to carry out the role responsibly.

All staff are trained by the school nurse to administer epipens.

Reviewed: February 2017



## Parental Agreement for Bentley St Paul's C of E Primary School to Administer Medicine

- Bentley St Paul's C of E Primary School will not give medicine unless you complete and sign this form.
- Medicines must be in their original containers as dispensed by the pharmacy.
- Medicine is administered once per school day, usually during the lunch period but this cannot be guaranteed.
- One form must be completed for each medicine to be administered.

Childs Name:.....

Date:.....

Class:.....

Name & Strength of Medicine :.....

Expiry Date:.....

Dose to be given:.....

Any other instruction:.....

.....

Number of Tablets/Quantity of medicine given to the school:.....

.....

Contact telephone no. of parent/carer:.....

Name & Telephone number of GP:.....

The above information is to the best of my knowledge, accurate at the time of writing and I give consent for Bentley St Paul's C of E Primary School to administer medicine in accordance with the schools own policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is to be stopped.

Parent's signature:.....

Print name:.....

Date:.....

**Medicine Administration Acknowledgement form – For staff completion only.**

Dear .....

Thank you for completing a parental agreement form for your child's medicine.

Please note the following information,

- The school has no legal duty to administer medicines, and the staff provide this care voluntarily following the schools policy.
- Parents are responsible for making sure that date-expired medicines are returned to the pharmacy for safe disposal.
- Parents should collect medicines at the end of the agreed administration time period.
- Medicines required daily for a period, which have been left at school over a weekend, will not continue to be administered on return to school.

Staff Name:.....

Date:.....