

SAWLEY INFANT & NURSERY SCHOOL



Administration of Medicines Policy

Approved by:	Academy Governing Body
Date:	10 Feb 20
Minute no:	10.1
Version:	v2
Review cycle:	Every 3 years
Publication:	Internal & public

Aims

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

Definitions

Short Term Medication - this is medication which is needed to allow the pupil to return to the school for a few days or whose administration is for two weeks or less. An example might be completing a short course of antibiotics.

Emergency Short Term Medication - this is medication which parents may approve of for administration as part of a school trip. Examples might be medication for headaches, insect bites etc.

Long Term Medication - this is medication required to manage a long term medical need, i.e. asthma, epilepsy, diabetes etc., where the medication will be required for extended periods.

If a child is well enough to attend school, but needs medication?

Children on medication, if necessary, should be kept at home until the course of treatment is complete. If the child is well enough to attend school but still needs medication, we would ask that medicines be kept and administered at home wherever possible. For instance, where medicine is to be taken "three times a day" it is possible for a child to have a dose immediately before school, another after arriving home from school and a last one at bedtime.

However, the school realises that there are circumstances when children attending school need to be given medicine during the school day. Requests may be made to the School Office to supervise a child taking medicines at the school in the following circumstances:

- In cases of chronic illnesses or long term complaints (such as asthma, diabetes or epilepsy)
- In cases where children are recovering from short term illness but are well enough to return to school.

Safeguards

The following safeguards will apply:

- The administration of medicine will only be supervised if it has been prescribed by a medical practitioner for that child
- The medicine should be brought to the school office by a nominated adult, not the child, and a written indemnity given to allow a member of staff to supervise the self administration of the medicine
- Medicine must be clearly labelled with contents, owner's name and dosage and must be kept in the office or if necessary, in the staffroom refrigerator.

Before responsibility is accepted for supervising the administration of medicine at school, careful consideration will be given to any special circumstances such as whether:

- the medicines or tablets are dangerous;
- the timing and nature of administration are of vital importance;
- serious consequences could result from a member of staff forgetting to supervise the self administration of a dose;
- some technical or medical knowledge is required

Staff will only be able to supervise the administration of medicines where the consequences of a dose being missed will not be serious; where a missed dose may lead to serious consequences we must ask parents/carers to take responsibility for administration.

We are mindful of hazards involved in the storage and administration of medicines and tablets during the school day. Whenever possible, parents should accept the administering of medicines as their own responsibility. Otherwise a member of staff will supervise the self-administration of medicine by a child. Children are not allowed to administer medicines themselves unless supervised. Under no circumstances should parents include medicines with packed lunches or in school book bag.

Parents should be made aware that school staff may agree to give medicine but **cannot** be required to do so. **There may well be occasions when, for whatever reason, the request from parents for staff to administer medicine cannot be met.**

It must be accepted that a member of staff may, because of the many other things happening in school or class, forget to give the medicine and the consequences of this should be considered.

All medicines brought into school should be pre-loaded into a medicine syringe or appropriate container which contains only the individual single dosage required. Medicines should be clearly labelled with the child's name, class, date and clear directions for the child self-administering the medicine.

With the exception of inhalers, parents must hand medicines to a member of school staff accompanied by a completed and signed permission form. **Please bring original medicine container complete with doctor's prescription label so staff can check name and date.**

Staff will only administer or supervise the administration of an injection when the necessary training has been received. This training should only be carried out by a qualified nurse or medical practitioner.

Asthma

Drugs such as Becotide, Intal, Pulmicourt, Ventolin or Atrovent can be self-administered by the children concerned. Inhalers will be kept in the classroom for children to access as necessary under supervision. Parents will be notified if a child needs to use their inhaler more frequently than usual.

All staff should have a clear idea of what to do in the event of a child having an asthma attack. The procedures are displayed on the first aid cupboard.

Monitoring

The headteacher and First Aid staff shall work in partnership with parents, school governors, health professionals, school staff and children to ensure the successful implementation of this policy.

Record Keeping

Parents should tell the school about the medicine that their child needs to take and provide details of any changes to the prescription or the support required. Parents will complete a "**Parental Consent - Administration of Medicine**" form (available from the school office) for school to supervise the administration of medicine. This will clarify how and when the medicine should be taken and stating their understanding that the school and its staff cannot be held legally responsible if, for some reason, the medicine is not taken.

When supervising the administration of medicine, the adult must complete the 'Medicines Administered Form' showing the date and time and details/dosage of the medication. This must be witnessed and counter-signed by another adult.

Inhalers

Many children in school are asthmatic and need inhalers. Children who use them need a **named inhaler** for school (doctors will prescribe these).

Again, inhalers can only be kept in school when parents have filled in the appropriate form from the school office. It is the parent's responsibilities to regularly check the condition of inhalers and make sure they are in date ensuring inhalers are replaced when necessary. Inhalers must be taken on all school visits/trips.

Children with Long Term or Complex Medical Needs

It is important that school has sufficient information about the medical condition of any child with long term or complex medical needs. These may be severe allergies or chronic conditions. The school will develop a written health care plan for such children, involving parents and relevant health professionals.

Trips and Outings

The school will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits. All trips are accompanied by a qualified first-aider. Planning arrangements will include necessary steps to include children with medical needs and risk assessments for such children. It may be that additional supervision is needed for a particular child. Arrangements for taking any necessary medicine will need to be considered. Party leaders supervising visits should always be aware of any medical needs and relevant emergency procedures. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they should seek parental views and medical advice from the school health service or the child's GP. As previously stated, Asthma inhalers must be taken on trips with children; it is parent's responsibility to provide a small bag (e.g. a 'bumbag') in order for children to carry their own inhalers.

Risk Assessment and Management Procedures

All medicines may be harmful to anyone for whom they are not appropriate. Where the school agrees to supervise the administration of any medicines the risks to the health of all others need to be properly controlled and managed. This duty is set out in the Control of Substances Hazardous to Health regulations 2002 (COSHH). Large volumes of medicines will not be stored.

Staff should only store and supervise the administration of medicine that has been prescribed for an individual child.

Medicines should be stored in accordance with the product instructions and in the container provided by the parent/carer. Staff should ensure that the supplied container is clearly labelled with the name of the child and the frequency of administration and contains only a pre-measured single dose. Where a child needs two or more prescribed medicines each should be in a separate pre-measured container. Non-emergency medicines will be kept in a secure place not accessible to children. Emergency medicines, such as inhalers, should be readily available to children and not locked away. These are currently stored in each classroom. Medicines needing to be kept cool will be kept in the refrigerator in the staff room. Parents are responsible for collecting medicines and disposing of them when they are no longer needed.

Refusal

If a child refuses their medication, parents will be contacted immediately. We cannot force a child to take their medication.

School Staff Section

Administration of Medicine in School

The school's policy on administering medicines is that no member of staff has any contractual obligation to give medicine, supervise a child taking medicine or assist in the treatment of a child requiring medicine. We have identified staff in school who have agreed to administer medication.

- Where a child has an ongoing medical condition, the parents will be asked to help complete a "**Health Care Plan**". A copy will be kept in the Medical File.
- When a child needs medication, but is considered well enough to attend school, the parent must fill in a "**Parental Consent - Administration of Medicine**" form . The form will stay within the Medical File.
- Details of medicines given will be listed in the "**Register of medicines administered**" which can be found in the Medical File.
- **Asthma Inhalers** - Advice suggests that children who are acute asthmatics should keep inhalers with them whenever possible. Children will have their inhalers in the classroom, in a bag, under the supervision of the adults. Non-acute cases - these inhalers are currently stored in the child's classroom. Children have free access to these.

Emergency Planning

The Medical File will be kept in the School Office. In the file there is an emergency planning sheet which will act as a prompt if staff have to call for an ambulance.

First Aiders

A current list of first-aiders is available in the School Office.

Enclosures:

- **Appendix 1 - Parental Agreement for Sawley Infant and Nursery School to supervise the administer of prescribed medicine**
- **Appendix 2 - Register of Medicines Administered**
- **Appendix 3 – Flow chart**

Parental Agreement for Sawley Infant and Nursery School to supervise the administration of prescribed medicine

Name of school/setting:	Sawley Infant and Nursery School
Name of child:	
Date of birth:	
Group/class/form:	
Medical condition or illness:	

Medicine

Name/type of medicine (as described on the container)	
Expiry date:	
Dosage and method:	
Timing:	
Special precautions/other instructions:	
Are there any side effects that the school/setting needs to know about?	
Self-administration – Y/N	
Procedures to take in an emergency:	

NB: Medicines must be preloaded into a syringe with the correct dosage

Contact Details

Name:	
Daytime telephone no.:	
Relationship to child:	
Address:	
I understand that I must deliver the medicine personally to:	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parents Signature(s) _____ Date _____

Admin Staff (please check): Doctor's prescription label matches child's name ☐
 Doctor's prescription label matches date ☐

Sawley Infant and Nursery School
Register of Medicines Administered

w/c date: _____

Monday Time:	Name	Name	Name	Signature & Counter Signature	
Tuesday Time:	Name	Name	Name		
Wednesday Time:	Name	Name	Name		
Thursday Time:	Name	Name	Name		
Friday Time:	Name	Name	Name		

I want my child to have medicine during the school day.

