

## **POLICY FOR THE ADMINISTRATION OF MEDICINES**

**Parents have the prime responsibility for their child's health.**

**In general, school staff cannot legally be required to administer medication or supervise a pupil taking it.**

However, all staff in school have a duty to act as any reasonable prudent parent would, to make sure that pupils in their care are healthy and safe, and this might extend to administering medicine or taking action in an emergency.

### **The School will:**

- Administer prescription medicines during the school day only if absolutely necessary (i.e. in cases where it would be detrimental to the child's health if it were not administered during the school day)
- Require parents to complete a Consent Form detailing doses and times. n.b. Medicines must be supplied in the original container in which they were dispensed and should include the prescriber's instructions
- Where appropriate, devise Individual Health Care Plans, with parents, for managing long-term medical needs
- Appoint a "named person or persons" for the administration of medication, including any which requires specialist training (e.g. Epipens, Controlled Drugs)
- Keep Inhalers/Epipens on the First Aid Shelf in the Hall Storage Cupboard so that they are always accessible
- Supervise the self-administration of Inhalers
- Store prescribed medication safely (see Storage of Medicines, below)
- Document the administration of any medicines

### **The School will not:**

- Administer any non-prescription medication, unless agreed with the Headteacher - written permission required from parent
- Administer any analgesic, unless prescribed by child's doctor or dentist - written permission required from parent

- Accept any prescription medicine which has been transferred from its original container
- Administer Inhalers - children should be taught to self-administer

#### **Medication and Off-Site Activities:**

- A named member of staff has responsibility for management of medication. This person must be given all the relevant information in writing by the parents
- Children will not be required to carry their own Inhalers/Epipens, but refer to the responsible adult if self administration is required

#### **We ask parents to help by:**

- Administering medicine out of school hours, wherever possible
- Offering to administer essential medication during the school day themselves, wherever possible
- Training Inhaler users to self-administer
- Ensuring that medicines are "in date" and collecting medication which is no longer required
- Ensuring that current and accurate medical information is passed to the School Office
- Ensuring that children do not carry any medication (prescription or non-prescription) in their Red Reading Bags

#### **Storage of Medicines**

- Prescription medicines, including controlled drugs, will be kept in a locked container which is located in the Disabled WC, or in a specially marked container in the Staff Room Refrigerator, as appropriate
- Inhalers and Epipens will be kept in an unlocked, specially marked box which is readily accessible, on the First Aid shelf in the Hall Storage Cupboard

#### **Administration of Medicine**

*The School Secretary* is the named person responsible for:

- Issuing and recording Consent Forms
- Receiving medicines, and returning them to parents when appropriate
- Maintaining Consent File (in School Office) and Administration of Medicines Record File (on First Aid Shelf in Hall Storage Cupboard)
- Informing the appropriate Teaching Assistant of each individual pupil's requirements

*The Teaching Assistants who have had First Aid Training* are the "named persons" who are responsible for:

- Checking the correct medicine is in-date, and that it is given to the correct individual pupil
- Checking the correct dose for the individual pupil

- Checking the correct way to administer the medicine
- Checking that the medicine is administered at the correct time of day
- Recording actions and all other relevant information in the Administration of Medicines Record File which is kept on the First Aid Shelf in the Hall Storage Cupboard

Current information on pupils' medical/dietary needs is displayed in the Staff Room.

### **Refusal to take Medicine**

Staff will not force a child to take medicine, but will note this in the Administration of Medicines Record File and also inform the parent on the same day.

See also: Health & Safety Policy

**Sun cream** - We do not expect staff to apply sun cream to pupils. We encourage parents to apply sun cream before and after school.

'It should not be necessary for your child to carry sun cream or lotion in school during the day. As 6 hour preparations are now available, please would you apply sun-screen before your child comes to school in the morning. In accordance with our Administration of Medicines Policy, as a general rule school staff do not administer non-prescription medicines to children'.

### **Equality and Cohesion**

In accordance with our Equality and Cohesion policy, the policy and procedures contained within this document is founded on the principle not to discriminate against any individual in the application of this policy and procedure on prohibitive grounds of gender, trans-gender, race, trade union activities, disability, age, sexual orientation, part-time work status or religious belief.

Please sign to confirm that this policy has been brought to your attention:

ADMINISTRATION OF MEDICINES POLICY - Autumn 2011

Name	Signature	Date
Caroline Arnold		
Lynn Batson		
Deborah Bobbett		
Anne Chapman		
Jo Day		
Deborah Gohl		
Jo Hance		
Kirsty Harris		
Bridget Harrison		
Lucy Marsh		
Julie Mouldsdaie		
Andy Mullins		
Liz Musa		
Rachel Rolfe		
Claire Sanders		
Lynne Silsby		
Sarah Smith		
Katy Vickers		

