



St Swithun's CE Primary School

Administration of Medicines Policy

Policy Statement

Regular school attendance is vital for every child and St Swithun's CE Primary School does all that it can to maintain high attendance figures. Nevertheless, most children, from time to time, become ill and may require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete. There are, however, a few exceptions, such as:

- when a child has almost fully recovered and simply needs to complete a course of medication (eg antibiotics) for a day or so;
- where a child suffers from asthma (or any other occasional ailment) and may need to use an inhaler.

Where equipment such as an inhaler is necessary, we strongly encourage children to take personal responsibility for these items as soon as possible (see section on asthma below).

Legal Aspects

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. *This is purely a voluntary role.* Staff should be particularly cautious agreeing to administer medicines where:

- the timing is crucial to the health of the child;
- there are potentially serious consequences if medication or treatment is missed;
- a degree of technical or medical knowledge is needed.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and / or training specific to the child's medical needs.

Safety Checklist

- Is any specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?
- Has the parent completed the Medication Consent Form? Has a copy been filed?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information for the parent or guardian clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Will medication be stored in an appropriate place and at a suitable temperature?

Instruction and Training

Specific instructions and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken. Such safeguards are necessary both for the staff involved and to ensure the well-being of the child. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions.

Record Keeping

The following information must be provided by the parent/carer on the Consent Form, which is available from the school office:

- Name and date of birth of the child
- Name of parents/carer, contact address and telephone number
- Name of medicines
- Details of prescribed dosage
- Consent given by the parent/carer for staff to administer these medicines.
- Expiry dates of the medicines

The parent/carer must also give clear instructions regarding who will bring the medicine to the school office and collect it at the end of each day. It could be that this is done by the parent/carer themselves or they may give that responsibility to their son/daughter. School staff are not responsible for the delivery and collection of medicines.

The Parent/Carer Consent Form will be retained in a central file as a record for future reference. All ongoing medicine permission slips are placed in the green Administration of Medicines file, which is kept on the shelves in the office. All temporary medicine permission slips are placed in the yellow Administration of Medicines file, which is kept on Reception. Historic records are kept for one year.

In the event of a child coming into school with medicines without a consent form, we will attempt to gain consent for administration over the phone. If we are unable to contact parents/carers in this way then the medicine will not be administered.

Administration of Medicine

Please note:

- Parents/carers should, if possible, administer doses outside of the school day. For example, if there are three doses to be taken per day, this could be one first thing, one on return home from school and one at bedtime.
- We will only accept medicines which are essential; that is, where it would be detrimental to the child's health not to have the medicine during the school day. We will administer general medication such as Calpol, Nurofen and Piriton, for a temporary period of no more than 10 days, upon receipt of a signed and completed 'Parental Agreement form'. We will not administer any other medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines that need to be administered on a frequent ongoing basis will require the involvement of a health care professional in producing a Health Care Plan for the child. The Health Care Plan must be reviewed regularly (at least annually). The review of the child's Health Care Plan must involve a parent, health care professional and the school. This excludes inhalers which are covered in a separate section of this policy document.
- An Individual Healthcare Plan must also be in place for all children who have been diagnosed with a serious medical condition, which may need our intervention.

All medicines that can be administered without specific training will **only** be administered by staff in the school office. Any exceptions to this procedure **must** be approved by the Headteacher. On receipt of a completed Parent/Carer Consent Form, a member of the office staff will inform the pupil's class teacher, so that they can remind the pupil to go to the school office at the appropriate time. Parents/carers should also remind their children to go to the office for their medicine.

Before administering medicines, staff should read the date entry section of the Record of Medicines Administered form to check that the medicine has not already been administered. Medicine should be administered from the original container or by a monitored dosage system such as a blister pack or measured dose provided by the child's parent/carer. The designated member of staff must complete and sign the Record of Medicines Administered (in the yellow file at reception, or in Saplings for children in Early Years, or in their class staff handbook for any inhalers pupils use) to confirm that they have personally administered, assisted, or witnessed the administration of the medicines.

Safe Storage and Disposal of Medicines

When medicines are used staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP/pharmacist or from parents. All medicines should be stored in the original container, be properly labelled, and kept in a secure place, out of reach of children. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separated from any foodstuff. Medicines should only be kept while the child is in attendance.

No medicines should be kept in the class or in the child's possession (except inhalers), unless there are exceptional circumstances, and this must be agreed with the headteacher. All medicines are kept in the fridge or medicines cabinet in the kitchenette adjoining the main school office. Administration of medicines takes place in the office/reception and any changes to this procedure **must** be approved by the Headteacher.

See section relating to Epipen storage

Any unused or outdated medication will be returned to the parent for safe disposal.

Accidental Failure of the Agreed Procedures

Should any medication not be administered as requested, a member of staff will inform the parent as soon as possible. However, the situation should not normally be critical, as any child requiring vital (ie time-dependent) medication or treatment would not normally be in school.

Asthma and Other Medical Problems

At the beginning of each academic year, relevant medical information about individual pupils is shared with staff and a list of these children and their conditions is kept in the class staff handbook. For individual children at high risk an individual information sheet which includes a photograph of the child, is drawn up.

These signs and notices are displayed,

1. In the class staff handbook
2. In the school office
3. In the school kitchen
4. In the main KS2 staffroom and Saplings staffroom

Inhalers

Children have their inhalers in class with them at all times. Key Stage 2 children are expected to take their inhalers with them whenever they do rigorous activity. Key stage 1 children will keep their inhalers with their class teacher for safety. A named inhaler for each child who has one is kept safely by their teacher in their classroom.

OTHER ASTHMA SUFFERERS CANNOT SHARE INHALERS.

In the event of a child having an asthma attack, who has no inhaler, the parents must be sought quickly by phone to give permission for the administration of the school inhaler. If parents cannot be located, then the emergency services will be contacted and they would give permission for the use of the school inhaler.

The school will hold emergency inhalers which can be used in the event of a child not having their inhaler in school or the inhaler being empty. However, written parental permission must be in place (Emergency Inhaler Consent Form) to allow the emergency inhaler to be administered. (Unless it is an emergency as detailed above and the emergency services have given the school the authority to use the school's emergency inhaler)

Epipens and Anaphylactic Shock Training

Some children require Epipens to treat the symptoms of anaphylactic shock. Epipens (prescribed for individual children) are all kept in the child's classroom in an individual yellow box file for each child. The box contains their individual 'Allergy Action Plan' and any medication and/or inhaler also required in the treatment of an anaphylactic shock. For any child in our Early Years, the yellow box file is kept in the Saplings Staff Room. Staff who have children in their class with Epi Pens will receive annual training on the use of Epipens.

Two Epipens together with any medicine and/or inhaler, as detailed on their individual 'Allergy Action Plan', must be taken for each child for whom they have been prescribed, on any off-site visit. (This is as well as any other prescribed medication / inhalers held for any other medical condition – ie. asthma) **Visual checks of these must be carried out and details recorded on the school's risk assessment form, for off-site visits, before departure.**

Diabetes

The health and well-being of a child with diabetes will be monitored by staff who have been specifically trained. For a child who is insulin-dependent, a nominated member of staff will be responsible each day to carry out (for very young children) or supervise **the child carrying out** a prick test at the appropriate time(s). The member of staff will record/supervise the recording of the child's blood glucose level and supervise the child who will self-administer the required dose of insulin. **The child him/herself** will safely dispose of the sharp in the sharps bin kept in the teacher's cupboard in the classroom. The child's class teacher will be responsible for ensuring that the child's parents are informed about the child's care as appropriate.

Children with Infectious Diseases

Children with infectious diseases will not be allowed in school until deemed safe by their GP and / or the School Health Nurse or local health authority.

Next review date January 2018