

Springfield Primary School

Administration of Medicines Policy



Review Date: April 2022

Review Schedule: Annual

Person(s) Responsible: Head teacher/Lead First Aid Practitioner

AIMS:

- To support regular attendance of all pupils;
- To ensure staff understand their roles and responsibilities in administering medicines;
- To ensure parents understand their responsibilities in respect of their children's medical needs;
- To ensure medicines are stored and administered safely.

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after.

The school is committed to ensuring that children may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school. This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

PRESCRIPTION MEDICINES

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day);
- All medicines should be taken directly to the school office by a responsible adult; Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration;
- All layers of packaging of the medicine should be clearly marked with the child's name and class;
- The appropriate dosage spoon should be included with all medicines sent to school;
- Any medicine administered will be recorded by the staff member. This record is then kept on the child's file (see Appendix 1)
- Medicines will only be accepted for administration in school on completion of the appropriate form by a parent or carer. (see Appendix 2)

NON-PRESCRIPTION MEDICINES

- We will only administer non-prescription medicines in exceptional circumstances. They must also be handed in at the office by a responsible adult and they will not be given to children without prior written permission from parents as above;
- They should be clearly marked with the child's name and class;
- Children must not carry medicines themselves for self-administration during the day. The medicine must be collected from the office and taken under the supervision of an adult;
- Any non-prescription medicine administered will also be recorded and kept on the child's file (see Appendix 1)

- We will not give paracetamol or ibuprofen routinely as their primary use is to control raised temperature for which a child should be at home;

ROLES AND RESPONSIBILITIES OF SCHOOL STAFF

- Staff at Springfield school are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self-administration in the case of a longer term medical plan. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed to do so.
- All medicines are stored securely either in the first aid room or staffroom fridge, with access only for staff;
- Asthma reliever inhalers are kept in class medicine cupboards. Epipens are kept in the medical cupboard in the classroom;
- Staff must complete the 'administration of medication' each time medicine is administered within school time;
- All staff will be trained on how to administer Epipens every two years by the School Nurse or sooner if administration guidelines change.

PARENTS' RESPONSIBILITY

- In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the parental agreement form kept in the office before a medicine can be administered by staff;
- Primary school children may be able to manage their own medication, under adult, supervision but again, only with parental agreement given through the appropriate paperwork as above;
- Parents are responsible for ensuring that all medication kept in school e.g. asthma pumps, Epipens, are kept up to date;
- Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.

LONG-TERM AND COMPLEX NEEDS

Where a child has significant or complex health needs parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals.

SAFE STORAGE OF MEDICINES

- The school is responsible for ensuring that all medicines are stored safely;
- Medicines should be stored in the supplied container, all packaging clearly marked with the child's name, dose and frequency of administration;
- Medicines are stored in the first aid room in a locked cupboard or staffroom fridge. Asthma inhalers and EpiPen and stored in the appropriate classrooms;
- Where medicines need to be refrigerated they will be kept in a designated fridge in the staff room
- When medicines are returned to the pupil or parent, details are to be noted on the administration of medicines record. This is then kept on the child's file.

MANAGING MEDICINES ON SCHOOL TRIPS

On school visits the teacher is responsible for taking the class medicine bag e.g. asthma pump, Epipen, enzymes, eczema cream with them. Teachers will need to take responsibility for administering medicine e.g. antibiotics following the above procedure if the parents/carers have given consent via the form in Appendix 2.

APP 1

Record of Medication Administration

Name of pupil:

Class:

Name or type of medication administered:

Expiry Date:

Date D/M/Y													
Time given													
Dose													
Name of member of staff													
Staff Initials													

Medication returned to parent/pupil (delete as appropriate) by:

Date:

Time:

Name of pupil:

Class:

Name or type of medication administered:

Expiry Date:

Date D/M/Y													
Time given													
Dose													
Name of member of staff													
Staff Initials													

Medication returned to parent/pupil (delete as appropriate) by:

Date:

Time:

APP 2

MEDICATION RECORD

All containers for medication MUST be individually labelled by school staff

Date _____

Child's Name _____

Class/tutor group _____

Name of medicine _____

How much to give (i.e. dose) _____

When to be given _____

Any other instructions _____

Name of persons able to administer medication _____

Phone no. of parent or adult contact _____

Name of G.P. _____

G.P. Telephone Number _____

CONSENT

The above information is to the best of my knowledge accurate at the time of writing and I give my consent to school staff administering the medication in accordance with the school and the Education Department's policy.

The school will be notified immediately, of any changes to the above.

Parent's

Signature _____

Print Name _____

If more than one medicine is to be given a separate form should be completed for each

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