



The Keys Academy Trust

Administration of Medicine Policy

Date: November 2019

Review: Autumn 2021

Earley St. Peter's C. of E. Primary School Administration of Medicine Policy

Children with medical needs

Children with medical needs have the same rights of admission to school as other children. Most children will at some time have short term medical needs, e.g. completing a course of antibiotics. Others may have longer term medical needs e.g. children with epilepsy or cystic fibrosis.

Children may need medicines in particular circumstances e.g. children with inhalers for asthma or children with severe allergies e.g. nut allergies who may need an adrenaline injection.

Most children with medical needs are able to attend school regularly and can take part in normal activities.

All children with medical needs will be identified on the medical database. Children with specific or more serious medical needs will be identified and information will be kept in classrooms and medical folders in secure areas of the school.

Support for children with medical needs

Parents have the prime responsibility for their child's health and should provide school with information about their child's medical condition. Data collection forms are sent home annually in order to update school records. If a pupil has a long term medical condition, the school office will contact the parent to discuss the child's requirements and an individual plan will be put into place. **The school nurse, doctor or health visitor may be able to provide additional information for staff.**

There is no legal duty for staff to administer medicines but all staff have a duty of care to children.

All staff managing the administration of medicines and those who administer medicines will receive regular training and support.

School Policy

All parents have a duty to inform school of their child's medical needs. Written permission must be given prior to any prescribed medicines being given to a child. Children may not take non-prescription medicines in school.

Parents should administer doses of medicine in frequencies which enable them to be taken outside school hours where ever possible.

Medicines should only be taken in school when essential.

Where doses of prescribed medication are required to be administered within school hours, they will be administered by a trained member of staff.

All medicines with the exception of those requiring re Fridgeration, inhalers and auto-injector pens, are kept in the school office in a locked medicine cupboard. Only authorised First Aid trained staff are permitted access to the medicine cupboard. Medicines requiring refrigeration will be kept in a dedicated medicine fridge in a staff only area. Inhalers and auto-injector pens are kept in the child's classroom in a box clearly marked 'First Aid' along with the completed Administration of Medication form. The First Aid box must be stored out of children's reach.

Children with medical complications or severe medical conditions must have a clear Medical Plan including a Risk Assessment written between the parent, Inclusion Leader, School Nurse team and the Headteacher prior to any medicines being administered in school. Until such time parents will be expected to administer medicines themselves.

When children with long term medical needs such as diabetes attend a school trip a staff trained in First Aid must attend, or the child's parent. No child will be excluded from a school visit due to medical problems.

All medicines administered should be recorded; a written record must be kept in the main office.

Guidance

School will not accept medicines that have been taken out of the container as originally dispensed nor make changes to the dosage on parental instructions. Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions.

Staff administering medicines should do so in accordance with the prescriber's instructions and ensure that the medicine has been prescribed for the child in question.

All controlled drugs must be kept locked in the main office in the medical storage and only named First Aiders can have access.

All unused medicines should be returned to the parent when no longer required or out of date. Using any medication for another child is an offence.

Children under 16 must never be given aspirin containing medicine unless prescribed by a doctor. A written record must be kept each time medicines are administered in school.

Children should know where their own medicines are stored and which member of staff has access to this and can support them. All emergency medication such as inhalers and epi-pens should be available to children at all times and must not be locked away.

Staff should not dispose of medicines; this is the parent's responsibility. All medicines should be collected by parents at the end of each term.

Staff should not force a child to take his or her medicine. If a child refuses to take it seek advice from the Headteacher. Parent/carer should be informed if the medicine has not been administered or taken.

Emergency Aid

As part of the **risk assessment for each case** staff and peers of the pupil should be aware of the arrangements in the protocol for dealing with emergencies.

Confidentiality

All medical information must be treated with confidentiality. Generally, **all staff will need to be aware of the medical situation but this must be with the agreement of the parent.**

Monitoring and evaluation

This policy will be monitored by the Headteacher/Senior Leadership Team and by the Governors.