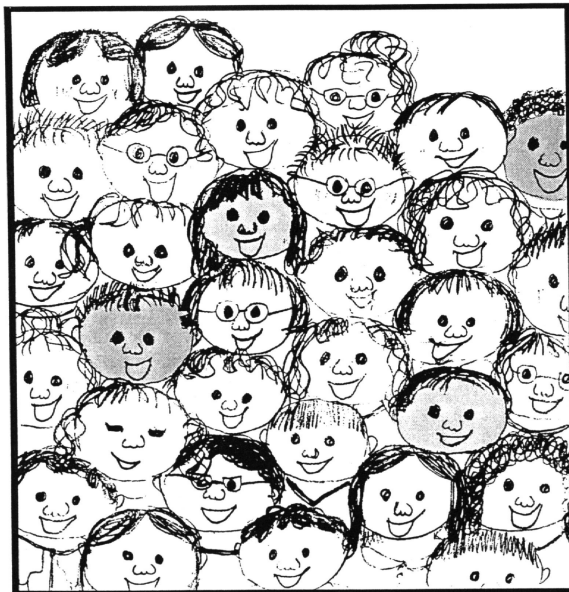


NETHER GREEN JUNIOR SCHOOL

POLICY FOR

ADMINISTERING MEDICINES



Author: S Jackson

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Next Review Date: Autumn 2019

Nether Green Junior School

Administering Medicines Policy

Summary of main points

- There is no legal duty that requires school staff to administer medicines and medicines should only be taken to school when essential.
- Medicines brought to school **should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.**
- Staff will give a child medicine only with their parent's written consent by completion of the relevant form.
- School will keep written records of each time a medicine is given.
- Responsibility for the administration of medicines remains with parents - delegated to school for school hours only (9.00am – 3.30pm)

Introduction

In 2005 DfES published *Managing Medicines in Schools and Early Years Settings*. This policy reflects that guidance.

Children with medical needs have the same rights of admission to a school setting as other children. Parents have the prime responsibility for their child's health and should provide schools with information about their child's medical needs.

There is no legal duty that requires school staff to administer medicines and medicines should only be taken to school in exceptional circumstances. Staff have a duty of care to act like any reasonably prudent parent. In exceptional circumstances the duty of care could lead to administering medicine and/or taking action in an emergency.

Schools need to know about any particular needs before a child is admitted or when a child develops a medical need. A health care plan may be necessary for such children, involving parents and relevant health professionals.

Aims and objectives

We aim, as a school, to produce a safe and secure environment where all can learn without anxiety, and measures are in place to support children with medical needs.

This policy aims to produce a consistent school response to supporting children with medical needs who require access to their medicines in school.

We aim to make all those connected with the school aware of catering for children with medical needs, and make clear each person's responsibilities with regard to the administering of medicines in our school.

We aim to give children support and encouragement to take responsibility to manage and make decisions about their own medicines

Medicines in school

No child under sixteen should be given medicines without their parent's written consent.

Medicines should only be brought to school where it would be detrimental to the child's health if it were not administered during the school day. For example, medicine prescribed to be taken three times a day could be taken before school, after school and before bed.

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

School will keep written records of each time a medicine is given. (See Appendices)

Children in Junior Schools are responsible for looking after their own asthma inhaler and manage its use. All other emergency medicines, such as anti-histamine liquids and adrenaline pens are stored in the first aid room in a clearly labelled storage box. If the child is working off site, for example on an educational visit, the medicine should be removed from there and taken by a member of staff who accompanies the child on the visit. The responsible member of staff for the trip should sign out the medicine and return it after the trip and sign it back in. (There is a book for signing on the box)

It is the responsibility of the child to go to the office for their medicine.

Non-emergency medicines are kept in the first aid room which is always supervised when children are in. Medicines that are required to be refrigerated should be clearly labelled and placed in the Refrigerator in the first aid room

All medicines must be handed in at the school office by a parent/carer. Children should not bring medicines to school and take them without adult knowledge, for example medicines should not be stored in children's lunch boxes or in their pockets.

It is not appropriate to ask school staff to make decisions about the need for medicine.

Children will be allowed to have throat sweets in school. The class teacher should be made aware if the child needs throat sweets and the throat sweets should be kept in the class room and not taken during playtime or physical education lessons.

The headteacher's agreement is required for a non-prescribed medicine to be administered.

Emergency Procedures

Other than in exceptional circumstances staff should not take a child to hospital in their car; an ambulance should be called. There is a notice by each telephone giving the details you need to give when making this call. A member of staff should accompany a child to the hospital and stay until the parent arrives.

The role of the school staff

Staff have a duty of care to act like any reasonably prudent parent. In exceptional circumstances the duty of care could lead to administering medicine and/or taking action in an emergency.

Staff

- Will give a child medicine only with their parent's **written** consent.
- Each time will check: (this should be done by two members of staff together)
 - the child's name (preferably by asking the child their name to cross check)
 - the prescribed dose and method of administration
 - expiry date
 - written instructions by the prescriber on the label or container
- Will administer medicines in accordance with the prescriber's instructions.
- Will check that any details provided by the parents are consistent with the instructions on the container as part of the checks above.
- Should have been made aware of possible side effects and what to do if they occur by parents in writing on the parental agreement form.
- Will **only** give a non prescribed medicine to a child when there is a specific prior written permission from the parents. N.B. National Guidance states that medicines containing aspirin or ibuprofen should never be given unless prescribed by a doctor.
- Will record all administering of medicines, including non-prescribed medicines in the book kept for such a purpose.
- Will record if a child refuses to take a medicine and contact the parent.
- Will discuss any concerns with the parents.
- Will contact the parents of a child who is not well enough to be in school.
- Will return any drug to the parent when no longer required (parent to collect)
- Will carry out a risk assessment for appropriate school activities for example sports day or day visits.
- Identified staff will arrange for safe disposal of any medicine not collected by parents at the end of every term.

The role of parents and carers

Parents and carers

- Should provide full information about their child's medical needs, including details on medicines their child needs/takes.
- Should provide details of any changes to the prescription or support required.
- Should develop a health care plan where necessary with the school and relevant health professionals.
- Will keep their child at home when s/he is unwell.
- Should only send medicines to school in exceptional circumstances, where it would be detrimental to the child's health if it were not administered during the school day.
- Will complete the relevant form to give written consent for any medicine to be administered by staff in school. A new form should be completed if the circumstances change.
- Will obtain the headteacher's agreement for any non-prescribed medicine to be administered.
- Are encouraged to ask the prescriber to prescribe in doses that can be taken out of school hours. It should be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.
- Will provide medicines in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Will collect medicines held in school at the end of each term.
- Where a child is attending After School Club or another after school activity, it is the parent's responsibility to arrange for collection of medicines at 3.30pm if the medicine is required at home at night.
- Will check that the medicine in school is kept up to date and replace and take away any old medicine as necessary.
- Are responsible for arranging the safe disposal of the medicine when no longer required.
- Have a responsibility to support the school's administering of medicines policy.

Nether Green Junior School
November 2016

Parental Form to request school staff to administer medicines in school hours.

All parents/carers must fill in the form below giving permission to school staff to administer medicine to their child.

Members of school staff can not administer medicine until this form has been completed and returned to the school office.

Name of child Class

I give permission for a member of school staff to administer the following medicine to my child as below.

Medication to be given

How much.....

When

On going until further notice / or period of time

Possible side effects

.....

.....

Please note it is the responsibility of Parents/Carers to:

- Check that the medicine in school is kept up to date and replace and take away any old medicine as necessary.
- Arrange the safe disposal of the medicine when no longer required.

Signed Parent/Carer

Date