



Medicine Policy

Date	Date:: 13/12/2018	
Date to be reviewed	December 2021	
Review Cycle	Every 3 years unless changes in legislation	
	Signed on behalf of the management team	Signed on behalf of the governing body
Name	Gaynor Dunkley	Sheila Hamnett
Role	Headteacher	Chair of Governors
Signature		

PEEL HALL PRIMARY SCHOOL ADMINISTRATION OF MEDICINES POLICY

Introduction

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

Aims of this policy

- to explain our procedures for managing prescription medicines which may need to be taken during the school day
- to explain our procedures for managing prescription medicines on school trips
- to outline the roles and responsibilities for the administration of prescription medicines

Legal requirements

THERE IS NO LEGAL DUTY THAT REQUIRES ANY MEMBER OF SCHOOL STAFF TO ADMINISTER MEDICINES.

Prescribed medicines

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Staff at Peel Hall Primary School will only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines will only be accepted in the original container as dispensed by a pharmacist and should include the prescriber's instructions for administration. It is helpful if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. For example, medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime. If a parent wishes to adapt the timing of medicine administration, written confirmation of this must accompany the medication.

Children with asthma Children who have inhalers should have them available where necessary. Inhalers should be kept in a safe but accessible place. This could either be in the drawer of the teacher's desk, or in a child's own tray. Depending on the needs of the individual, inhalers should be taken to all physical activities. Inhalers must be labelled and include guidelines on administration.

It is the responsibility of parents to regularly check the condition of inhalers and ensure that they are working and have not been completely discharged.

NON-PRESCRIPTION MEDICINES

Parents must take any non-prescription medicines to the school office and complete a medicine administration consent form. It will be at the schools discretion whether or not we able to administer those medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. We are unable to give children aspirin or medicines containing ibuprofen unless prescribed by a doctor.

STORAGE OF MEDICINES

All medicines should be delivered to the school office by the parent or carer. In no circumstances should medicines be left in a child's possession. Teachers and teaching assistants who take receipt of any medicines should ensure they are stored safely in the office medicines fridge. All medicines should be stored in accordance with product instructions (paying particular attention to temperature). All medicines must be stored in the supplied container and be clearly labelled

with the name of the child; the name and dose of the medicine and the frequency of administration.

All emergency medicines, such as asthma inhalers and EpiPen, should be readily available to children and staff and kept in an agreed place if NOT in the medicines fridge or with the pupil. Children may carry their own inhalers, when appropriate.

DISPOSAL OF MEDICINES

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They should collect medicines at the end of the agreed administration time period.

TRIPS AND OUTINGS, INCLUDING RESIDENTIALS

Children with medical needs are given the same opportunities as other children. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk assessment for such children. The school visit co-ordinator will be responsible for tabulating medical information for each child and one member of staff will be nominated as having responsibility for the administration of all medication. Roles and responsibilities of parents/carers as outlined below will apply.

ROLES AND RESPONSIBILITIES

Parent/Carer

- Should give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to the school office in person.
- Must complete and sign the medicines book.
- Must keep staff informed of changes to prescribed medicines.
- Keep medicines in date – particularly emergency medication, such as EpiPen.

Headteacher

- To ensure that the school's policy on the administration of medicines is implemented.
- There are members of staff within the school willing to volunteer to administer medication to specific pupils if required.
- Ensure that staff receive support and appropriate training where necessary.
- To share information, as appropriate, about a child's medical needs.
- Ensure that parents are aware of the schools' policy on the administration of medicines.
- Ensure that medicines are stored correctly.

Staff

- On receipt of medicines, the child's name; prescribed dose; and written instructions provided by the prescriber should be checked.
- Ensure that the parent/carer completes the medicines book for the administration of medicines following the prescriber's instruction.
- Ensure that medicines are returned to parents for safe disposal.

REFUSAL OF MEDICINES

If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably possible.

RECORD KEEPING

Medicines should be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. Staff should check that written details include:

- name of the child
- name of the medicine
- dose
- method of administration
- time and frequency of administration
- any side effects
- expiry date

A parental agreement form (see appendix) must be completed and signed by the parent, before medicines can be administered. At the time of administering medicines, the member of staff must check the entries in the medicines book. No medication should be given unless it has been detailed in the book.

CHILDREN WITH LONG TERM MEDICAL NEEDS

It is important that the school has sufficient information about the medical condition of any child with long term medical needs. A health care plan will be written for children with long term medical needs, involving the parents and relevant health professionals.

CONFIDENTIALITY

The head and staff should always treat medical information confidentially.

The head should agree with the child/parent who else should have access to records and other information about a child.

STAFF TRAINING

Training opportunities are identified for staff with responsibilities for administering medicines.

RELATED POLICIES

For more information, see the health and safety policy and the school's first aid procedures.

MONITORING

This policy should be reviewed periodically in accordance with national guidance.

The school will not be able to give your child medicine unless you complete and sign this form.

Name of School Peel Hall Primary

Name of Child: _____

Date of Birth: _____

Class _____

Medical condition/illness: _____

Medicine

Name/Type of Medicine (as described on the container): _____

Date dispensed: _____

Expiry date: _____

Dosage and method: _____

Timing: _____

Special Precautions: _____

Are there any side effects that the school needs to be aware of? _____

Self Administration: Yes/No (delete as appropriate)

Contact Details

Name: _____

Daytime Telephone No: _____

Relationship to Child: _____

Address: _____

I understand that I must deliver the medicine personally to the school office.

I understand that I must notify the school of any changes.

Date: _____

Signature(s): _____

Relationship to child: _____