



**St Edward's Catholic First School**  
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## **ADMINISTERING MEDICINES POLICY**

*This policy reflects the guidance found in "Managing Medicines in Schools and Early Years Setting" DCSF 2005.*

St Edward's First School is an inclusive school: we recognise that children with medical needs have the same rights of admission to a school or setting as other children. We are committed to ensuring that children with medical needs receive proper care and support, enabling them to participate in all activities appropriate to their own abilities.

Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children, however, have longer term medical needs and may require medicines on a long-term basis to keep them well. Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a daily need for inhalers and additional doses during an attack. Most children with medical needs can attend school regularly and take part in normal activities, sometimes with support. However, some staff may need to take extra care in supervising some activities to make sure that these children, and others, are not put at risk.

Parents/carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Information is requested on the Admission Form; should the child's needs change, it is the responsibility of the parent/carer to inform the school in writing so that records can be changed accordingly. There is no legal duty that requires school staff to administer medicines.

### **Prescribed Medicines**

Medicines should only be brought to school when essential, that is, when it would be detrimental to a child's health if the medicine were not administered during the school day. 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 must include the prescriber's instructions for administration.

School will not accept medicines that have been taken out of the container as originally dispensed, nor will it make changes to dosages on parental instruction. It is helpful, where

clinically appropriate, if a medicine is prescribed in dose frequencies that enable it to be taken outside school hours. Parents are encouraged to ask the prescriber about this. It is to 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 so it would not be normal practice for school to administer such medicines.

All emergency medicines, such as asthma inhalers and adrenaline pens, will be readily available to children and not locked away.

Non-emergency medicines will be kept in a secure place. Medicines that need to be refrigerated will be kept in an air-tight container that is clearly labelled.

### Non-Prescribed Medicines

Staff will not administer non-prescribed medicines. If a child suffers regularly from frequent or acute pain the parents/carers should consult the child's GP. Parents/carers should consult the Head Teacher if specific arrangements need to be put in place for the child concerned. The school would wish to work with parents/carers to ensure that the child is able to attend school regularly.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by the doctor.

### Administering & Storing Medicines

Before giving medication to a child, written agreement MUST have been received from the parent. This agreement will include the child's name, the name of the medication, the required dose and agreed time of administration. Parents/carers should bring the medication into the school office and hand it to a member of staff who will then record that it has been received. Staff will only accept medication that is in its original labelled container. Children must not be sent to school with medicine as this poses a health and safety risk to other children.

Children will have access to their inhalers at all times. These will be kept in the classroom cupboard and staff should supervise the correct use of these, especially where children are not familiar with them. Emergency medication such as Epi-pens will be stored in the Staff Room medicine cupboard. Each child with an Epi-pen should have a clearly named plastic wallet with a photograph attached to allow for quick recognition. The wallet will contain the Epi-pen and the appropriate protocol agreed with the parent and the school. It is the parent/carer's responsibility to check that Epi-pens are not out of date. All staff are trained annually to administer an Epi-pen in an emergency. Epi-pens must accompany children on all off site activities.

Non-emergency medicines will be kept in a secure place. Medicines that need to be refrigerated will be kept in an air-tight container that is clearly labelled. Controlled medicines will be kept in a locked container.

## Emergency Procedures

Parents, or the next named contact, will always be contacted in a medical emergency.

Staff must not take a child to hospital in their car; an ambulance must be called. All staff will know how to call the emergency services. A member of staff will accompany a child to the hospital and stay until the parent arrives.

## The Role of the Head Teacher

It is the responsibility of the Head Teacher to implement the school policy on administering medicines and to ensure that all parents and staff (both teaching and non-teaching) are aware of the school policy and procedures on how to deal with children with medical needs.

The Headteacher will:

- agree with the parents the support that can be provided
- seek advice from the school nurse or a child's GP or other medical advisor as appropriate
- ensure that all staff, including lunchtime staff, receive sufficient training to be equipped to deal with children with medical needs
- on request, report to the governing body about the effectiveness of the policy

## The Role of the Teacher and Support 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:
  - the child's name
  - the prescribed dose and method of administration
  - the expiry date
  - the written instructions by the prescriber on the label or container
- administer medicines in accordance with the prescriber's instructions
- check that any details provided by the parents are consistent with the instructions on the container
- be aware of possible side effects and what to do if they occur
- record all administering of medicines, with a second member of staff witnessing each administration
- contact the parents of a child who is not well enough to be in school
- return any controlled drug to the parent when no longer required (parent to collect)
- identified staff will take any medicine not collected by parents at the end of every term to the pharmacy for safe disposal

- consider whether a risk assessment is necessary for some children (e.g. for sporting activities), be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures
- identified members of staff routinely attend training, which equips them to administer medicines and to follow school policy and procedures with regard to dealing with children with medical needs

### The Role of Parents and Carers

Parents and carers will:

- provide full information about their child's medical needs, including details on medicines their child needs
- provide details of any changes to the prescription or support required
- where necessary, develop a Health Care Plan with the school and relevant health professionals
- keep their child at home when he/she is acutely unwell
- only send medicine to school when essential i.e. when it would be detrimental to the child's health if it were not administered during the school day
- complete the relevant form to give written consent for any medicine to be taken in school
- be 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
- provide medicines in the original container as dispensed by a pharmacist and including the prescriber's instructions for administration
- collect medicines held in school at the end of each term
- be 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

### The Role of Pupils

Where possible, pupils will take responsibility for managing their own medicines.

### Sporting Activities

Most children with medical conditions can take part in physical activities. Staff will take into account the need to adapt activities to meet the needs of all children. All staff will be aware of issues of privacy and dignity for children with particular needs. Some children will need to take precautionary measures before or during exercise and need to be allowed access to medicines such as inhalers.

### Staff Training

All staff are trained annually to be aware of the needs of asthmatic children and to administer Epi-pens.

Should staff need specific guidance in order to meet the needs of an individual pupil, guidance would be sought from the school nurse.

### Disposal of Medicines

Staff should not dispose of medicines. Parents/Carers are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They should also collect medicines at the end of each term.

### Confidentiality

We will treat all medical information confidentially. The Head Teacher will agree with the parent/carer who will have information about the medical needs of a child.

### Educational Visits

As an inclusive school we encourage all children to participate in safely managed visits. When the Risk Assessment is being undertaken, staff will identify any reasonable adjustments that need to be made in order for children with medical conditions to participate. Arrangements for taking any necessary medication will also be arranged. If staff are concerned about whether they can provide for a child's safety, or the safety of other children, while on a trip, they should seek parental views and medical advice.

<b>Reviewed:</b>	Head Teacher	November 2018
<b>Approved:</b>	Curriculum Committee	3 <sup>rd</sup> December 2018
<b>Ratified:</b>	FGB	5 <sup>th</sup> December 2018
<b>Review frequency</b>	Annually	
<b>Signed by Chair of Governors</b>		
<b>Signed by Head Teacher</b>		

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**MEDICATION CONSENT FORM**

**IMPORTANT: The School is not obliged to undertake this duty.**

**All medication must be clearly marked with your child's name and class.**

Child's Name	Class
Parent's Name & Emergency Contact Phone Number	
Doctor's Name	Surgery Name
Medication	Storage Instructions
Dosage	Duration of Dosage (number of days)
Special Guidance	
Action Required if Treatment is Missed	
<b>PARENT/CARER CONSENT: Please read and sign</b> <b>I understand that this task is being undertaken voluntarily and that the school will make every effort to administer this medication on time and as required. The member of staff in school undertaking the administration of medication can make no guarantees, and may decline to accept responsibility once they have read these instructions. If so you will be informed immediately.</b>	
Signature	Date

**Whenever possible, the school will endeavour to inform parents/carers of expired medication. However, the ultimate responsibility remains with the parents/carers to ensure that all medication held in school is in date and any which has expired is replaced in a timely fashion.**