



## **Policy for administration of medicines in school**

### **Introduction**

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance. Parents retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition/s. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious. (Read in conjunction with school attendance policy.)

### **The Role of Staff**

School staff are not required to administer medicines to children. Those members of staff who volunteer to administer medicines or administer medicines as part of their role within school must receive appropriate training.

Medicines should only be brought into 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. 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 and dosage. All medicines provided by parents will be securely stored in a locked cabinet in the school office. Parents must complete the form, Parental Agreement to Administer Medicine, prior to any medicine being administered by school staff. Details of the medicine administered must be recorded and witnessed in the appropriate school medicine record book.

### **Controlled Drugs**

The school will not look after prescribed medicines that are scheduled under the Misuse of Drugs Act. Children who require a controlled drug must be prescribed one that does not require administration during the school day.

### **Non-prescribed Medicines/remedies**

Non-prescribed medicines/treatments/remedies including over the counter and homeopathic remedies, will NOT be administered by school staff.

## **Paracetamol**

Staff should never give non-prescribed medicine e.g. paracetamol to a child unless there is specific prior written permission from the parents (using the school form, as above). In such cases only one dose should be given to a child during the day. Details of the medicine administered must be recorded. A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

## **Administering Medicines**

Normally medicines will be kept under the control of the school office unless other arrangements are made with the parent. The Book, 'Record of all medicines administered to children by staff' will be kept in the school office. This must be completed on each occasion that medicine is administered to a child. When a child refuses medicine the parent should be informed immediately.

## **Administration of Medicines on Trips and Visits**

Bright Futures School will make all reasonable adjustments to ensure that children may take a full part in all aspects of the curriculum. Where a child requires medication to be administered on a trip or visit it is the responsibility of the trip or visit organiser to assess the practicalities of administering such medicine as is required.

## **Self-Management of Medicine**

Children are supported and encouraged to take responsibility for managing their own medicines from an early age. Children may carry medicine e.g. epipens and carry and administer e.g. asthma reliever where appropriate, parents must in these circumstances complete the form "Request for child to carry his/her own Medicine" (emailed to parents). It is the responsibility of parents to ensure that such equipment is "in date" and has not exceeded its expiry date.

## **Children with Long-Term or Complex Medical Needs**

Where a child has a long-term or complex medical need the school will draw up a health care plan in consultation with parents and relevant health professionals.

## **Hygiene and Infection Control**

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and other PPE and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

## **Disposal of Medicines**

Staff should not dispose of medicines. Parents are responsible for ensuring that date expired or excess medicines are returned to a Pharmacy for safe disposal.

## **Emergency Procedures**

In the case of an emergency, the school will call an ambulance (follow procedural guidelines) and contact the parents. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. Staff should always avoid taking children to hospital in their own car- it is safer to call an ambulance. A member of staff should always accompany a child to hospital by ambulance and should stay until the parent / carer arrives.

## **Summary of Procedure to Dispense Medication**

- Permission to dispense medication must be completed on school consent form by parent / carer.
- Medicine must be in original packaging clearly marked with name of the child and the dose to be administered.
- Recommended / prescribed dose will **NOT** be exceeded without written permission from a medical professional.
- All medication given must be recorded and witnessed in Medication Record book (2 staff signatures required)
- It will be the parent / carers responsibility to collect medication at the end of each school day where necessary.
- Medication being taken out of school on trips or visits must be logged in and out with the school office and be the responsibility of a member of staff at all times.

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