

# St Joseph's Catholic Primary School

## Administration of Medicines Policy



This policy has been based on guidelines on the administration of medicines in educational establishments produced by the City of Plymouth in September 2008. This document can be found on the shared drive in the safeguarding folder. <..\safeguarding\admin of medicine advice.doc>

### **Procedures for managing prescription medicines which need to be taken during the school or setting day.**

- Only prescription medicines will be allowed to be given to children.
- Parents will need to sign the permission form detailing dosage and times to be given (Appendix 1)
- Staff will double up to administer prescription medicines with one giving and one checking correct dosage is given. This will be recorded on the Record Sheet. (Appendix 2) Completed record sheets will be stored in a folder in the staff room.
- If refrigeration is necessary the staff room fridge will be used.
- If refrigeration is not necessary medicine will be stored in a locked cupboard in the staff room.
- Asthma inhalers will be kept in a cupboard in the classroom.
- Staff will be trained in administering epipens. This training will be updated annually or as necessary.
- Staff will be trained in the care of and administration of medicine for diabetic children as required.
- A member of the SLT or the Lead First Aider will approve forms before permission is given to administer prescription medicines.

### **Asthma Procedures**

- An asthma register is kept informing staff of which children have prescribed medication for the condition.
- Personal asthma inhalers are kept in cupboards in individual classrooms
- Emergency salbutamol inhalers are kept in the first aid cupboard in the nurture room. The emergency inhalers can only be used for children who have written permission from their parents for the emergency medication to be administered if the personal inhaler is not readily accessible.

This information is kept with the asthma register and the 'Health and Diet Essential Information' posters which are on display in the staff room and a copy kept in the first aid cupboard.

## Procedures for managing prescription medicines on trips and outings

*The above requirements will apply to trips and outings also.*

- The person in charge of the trip will be responsible for storing and ensuring safe administration of the medicine takes place and is checked by a colleague.
- The need to administer medicine will be included on the risk assessment for the trip

## A Summary of Parental Responsibility

Parents have the **prime responsibility** for their child's health and should provide schools and settings with the **necessary information** about their child's medical condition. For example, parents should ensure that a copy of the health care plan provided by the child's GP or relevant professional is made available to the school or setting, and must ensure that the school or setting is informed of any change in condition, prescription or staff training need.

Parents, as defined in section 576 of the Education Act 1996, include any person who is not a parent of a child but has **parental responsibility for or care of a child**. It only requires one parent to agree or to request that medicines are administered. **Where parents disagree** over medical support, the disagreement must be resolved by the courts: the school or setting should continue to administer the medicine in line with the consent given and in accordance with the prescription, unless and until a court decides otherwise.

If a child is on regular medication it may be necessary for **two sets** of similar medicines to be kept; one at home and one at school. The child's GP or paediatrician should be willing to prescribe this, at parental request.

**Close co-operation** between parents, health professionals and the school is essential. However, the primary responsibility to make arrangements rests with parents, including being prepared to make alternative provision should any arrangements fail.

Further details regarding parental responsibility may be found in Chapter 2 (Roles and Responsibilities) of the DFE guidance booklet which can be found by using the link below.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/196479/Managing\\_Medicines.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/196479/Managing_Medicines.pdf)

## The circumstances in which children may take any non-prescription medicines.

- *Children suffering from sore throats may take soothing sweets as long as they do not have enough with them to break any dosage guidelines.*
- The parents of children who suffer from travel sickness will be encouraged to gain prescribed medication. If that is impossible parents can give written permission to a member of staff who is willing to carry out their instructions for administering travel sickness medication.

## **The school or setting policy on assisting children with long-term or complex medical needs**

- Children with long term or complex medical needs will have a health care plan drawn up in conjunction with health care professionals.

## **Policy on children carrying and taking their medicines themselves – i.e. older children being able to carry their own medicines**

- The only medicine that children will carry and take themselves is asthma inhalers.

## **Staff training in managing medicines safely and supporting an identified individual child**

- The procedures for administering prescribed medicines will form part of the induction procedures for all staff.
- Identified individual children will only be supported in their medication by adults trained to do so. Records of training will be kept in a folder in the staff room.

## **Access to the school's emergency procedures**

- The school's emergency procedures are stored in the red box inside the door of the headteachers office.

## **Safe disposal of sharps**

- If required, **sharps boxes**, which must always be used for the disposal of needles, should be provided by parents, who may obtain boxes on prescription from the child's GP or paediatrician and should collect boxes for disposal. Schools and early years settings should be aware of the need to maintain **security of sharps boxes**, which are potential targets for theft. It is also important to remember that any individual suffering a **needle-stick injury** should go straight to Accident and Emergency

## **Risk assessment and management procedures**

- A risk assessment covering the risks associated with administering medicines can be found as appendix 3.

*Approved by SLT September 2015*



St Joseph's Catholic Primary School  
Administration of Medicines Agreement



**Parental agreement for school/setting to administer medicine**

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

Name of Child: .....

Date of Birth: .....

Group/Class/Form: .....

Medical condition/illness: .....

Name/Type/Quantity of Medicine (as described on the container):	
Date dispensed:	
Expiry date:	
Dosage and method:	
Timing:	
End date for administering the medicine	
Special Precautions:	
Are there any side effects that the school/setting needs to know about?	
Procedures to take in an Emergency:	
Emergency contact number	

I understand that I must deliver the medicine personally to my child's teacher or teaching assistant and accept that this is a service that the school is not obliged to undertake.

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

**Signed** .....

**Date** .....

**Approved by** ..... **(SLT or lead first aider)**

## St Joseph's Catholic Primary School - Administration of Medicine Record Sheet

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