

Administration of Medication Policy (13d)

Last updated: January 2022

Review date: January 2023

Aims and Objectives

We administer medicine to support children with medical requirements. Responsibility for all administration of medicines is held by the Headteacher. All medical information is treated confidentially by staff. All staff have a duty of care to follow and co-operate with the requirements of this policy.

We:

- provide clear guidance to all staff on the administration of medicines
- ensure that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- ensure that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- ensure the above provisions are clear and shared with all who may require them
- ensure that this policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

Administration of Medicines

The administration of medicines is the overall responsibility of parents/carers. The Headteacher is responsible for ensuring children are supported with their medical needs whilst in our care, and this may include managing medicines where appropriate and agreed with parents/carers.

Prescribed medicines

It is our policy to manage prescribed medicines (e.g. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from, the parents/carers. A prescription label must be provided on the medicine.

Non-prescribed medicines

Non-prescribed medicines will be administered where a child has a mild illness and is able to complete the normal school activities required of them. This is at the discretion of the Headteacher. If a child is unable to participate in the day's activities, they will be asked to be cared for at home.

The children are never given aspirin products unless it has been prescribed for an individual child by a doctor.

Maintenance drugs

We manage the administration of maintenance drugs (e.g. Insulin) as appropriate following consultation and agreement with, and written consent from parents. On such occasions, a health care plan is in place for the child concerned.

Non-Routine Administration (Emergency medicine)

We manage the administration of emergency medicines such as:

- injections of adrenaline for acute allergic reactions

- rectal diazepam for major fits
- injections of Glucagon for diabetic hypoglycaemia

In all cases, professional training and guidance from an appropriate source will be received before commitment to such administration is accepted.

Children with illnesses that are infectious or children that are not well enough to be present at school should be treated at home.

Procedure for Administration

When deciding upon the administration of medicine needs for children we discuss this with the parents/carers concerned and make reasonable decisions about the level of care required. Any child required to have medicines will have an 'administration of medicines' consent form completed by the parent/carer and kept on file.

Individual health care plans are completed for children with ongoing health needs where required and reviewed periodically in discussion with the parents/carers to ensure their continuous suitability.

All administration of medicines is recorded, even refusals to take medication, parents/carers are informed at the earliest available opportunity.

One member of staff gives the medicine and a second member of staff witnesses and checks the prescription details and dosage given.

The records include:

- The name and year group of pupil
- Name of medicine
- Strength of medicine
- Expiry date (check it's in date)
- Reason for medication
- Storage requirements
- When to administer
- Dosage
- Medication duration
- two signatures for each dose of medicine given (or refused)
- Side effects noticed after administering medicine will be recorded and parents will be asked to seek further medical advice.

Records are made in ink and in chronological order.

All pupils with ongoing medical needs have a care plan. This includes pupils with diabetes, severe allergies, heart problems, epilepsy and very severe asthma.

Off-site medication

The trip leader is responsible for collecting the emergency contact details and medical lists of all of the pupils that will be off site, on a school trip, sports fixture, swimming or for community events.

The trip leader/teacher in charge will ensure that all medicines relating to the children is taken with them and stored securely with the teacher. The administration of medicine form will also be taken off site with the medicines.

An appropriately trained member of staff will be in attendance on all off-site visits.

Contacting the Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned by the most senior member of staff with the appropriate level of medical training at the earliest opportunity and parents/carers informed to accompany the pupil to the hospital if at all possible.

Training

Where staff are required to carry out non-routine, more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source is sought before commitment to such administration is accepted.

Storage

Secure storage, which is out of reach of children is situated in our main school office cupboard. Emergency medicines, such as inhalers are stored in the child's classroom, so it can be quickly accessed.

The storage of medicines is undertaken in accordance with product instructions and in the original container, displaying the prescription notice for whom it should be given to.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents/carers to provide medicine that is in date. This should be agreed with the parents/carers at the time of acceptance of on-site administration responsibilities.

Disposal of Medicines

It is the responsibility of the parents/carers to ensure that all medicines no longer required, including those which have date-expired, are returned to a pharmacy for safe disposal.

'Sharps boxes' are always be used for the disposal of needles. Collection and disposal of the boxes is arranged as appropriate.

This policy should be read in conjunction with:

1. First Aid Policy
2. Parental Agreement to Administer Medicine at School
3. Child's Temperature Monitoring Form