



## **ADMINISTRATION OF MEDICINE**

Governors Approved: January 2020  
Review date: January 2023

Administration of Medicine Policy 2020

## CAUSEWAY GREEN PRIMARY SCHOOL

*Developing lifelong skills and aspirations to meet the challenges of the future.*

### Administering Medication Policy

This policy has been written in order to promote the good health of the children in our care, in line with the safeguarding and welfare requirements.

#### 1. AIMS OF THIS POLICY STATEMENT

- To support regular attendance of all pupils;
- To support inclusion,
- To ensure staff understand their roles and responsibilities in administering medicines;
- To ensure parents understand their responsibilities in respect of their children's medical needs;
- To ensure medicines are stored and administered safely.

Where children are unwell to the extent that they should not be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after.

Causeway Green Primary School is committed to ensuring that children return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school. This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

#### 2. PRESCRIPTION MEDICINES

- Causeway Green Primary School can only administer medication that has been prescribed by a doctor, **unless otherwise agreed by a member of SLT.**
- Ideally medication should be given prior to the child arriving at the School.
- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day);
- All medicines should be given directly to school staff by a responsible adult and will be placed in a locked cupboard or medical fridge;
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration;
- The medicine should be clearly marked with the child's name and class;
- The appropriate dosage spoon should be included with all medicines sent to school;
- Any medicine administered will be recorded by the designated staff member in the **Medication File in the School (two designated place EYFS fridge in Reception and Family Support Room)**

- Medicines will only be accepted for administration in school on completion of the Permission to administer medicine form by a parent or carer in advance.

The form will detail:-

- a. the name of the medication / reason for the medication
  - b. the dose to be administered
  - c. the time to be administered
  - d. the name of the child
  - e. the signature of the parent
  - f. senior staff signature (if required)
  - g. a witness signature
  - h. the date
  - i. **Disposal of medication/ returning home to parent**
- Administration of Medication Forms are securely stored at all times.

### 3. ROLES AND RESPONSIBILITIES OF SCHOOL STAFF

- Staff at Causeway Green Primary School are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self administration. However, as they have *no legal or contractual duty, staff may be asked, but cannot be directed, to do so;*
- All medicines are stored securely in the School with access only for staff;
- Asthma reliever inhalers are kept in school within easy access of staff and children (age appropriate). Epi pens are kept in a box, with the child's name, care plan and photograph (the box is taken with the child, at all time). Both Epi pens and Asthma reliever inhalers are taken with the child at PE/Lunch/Break/Trips.
- Only the short acting reliever asthma inhalers (usually blue) will be permitted in school or administered by staff; unless prior permission is sort by the Headteacher.
- Staff must sign and complete the form in the Medication File each time medicine is administered;
- Certain medications require specialist training before use, eg Epi Pens. If a child requires such medication the SENCO or CPD manager will arrange appropriate training as soon as possible. Where specialist training is required, only appropriately trained staff may administer the medication;

- A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person must ensure that the medication is properly labelled and safely stored during the session. Before any medication can be given, the designated person must ensure that:
  - The School has received written consent
  - Another member of staff acts as a witness to ensure that the correct dosage is given
  - A Care Plan is in place or an urgent referral for a care plan has been made and suitable procedures have been put in place while waiting for the Care plan to arrive at school.

#### **4. PROCEDURES**

The school will conduct termly Medical Needs drills to ensure that all medication and information is kept up to date. As part of the drill, a member of SLT will randomly select pupils on the Pupil's with Medical Needs list.

#### **5. LIST OF PUPILS WITH MEDICAL NEEDS**

A confidential list compiled, this contain all pupil details including their name, class and their medical needs, this will be stored centrally by the school. This information will be used to inform the school staff or particular needs inc. allergies, medication, preventative measures, an \* will be allocated to the child's name on the class emergency register. The \* is used to flag any pupils who require additional medical needs in the event of an evacuation.

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- When the medication has been administered, the designated person must:
  - Record all relevant details on the **Record of Medication Given** form
  - Ensure that the child's parent or carer signs the form to acknowledge that they have been informed the medication has been given.
  - Record the dosage/time/witness on the Whiteboard in the Staffroom
- If a child refuses to take their medication, staff will not attempt to force them to do so. The Headteacher and the child's parent or carer will be notified, and the incident recorded on the **Record of Medication Given**.
- During Handover, the class teacher will be made aware of any medical requirements of pupils

#### 4. PARENTS' RESPONSIBILITY

- In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the parental agreement form kept in the office before a medicine can be administered by staff;
- children may be able to manage their own medication e.g. asthma inhalers, under adult supervision but again, only with parental agreement given through the appropriate paperwork as above;
- Parents are responsible for ensuring that all medication kept in school is up to date and physical equipment is in working order;
- Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.
- A child's parent or carer must complete a new **Consent to Administer Medication** form if there are any changes to a child's medication (including dosage or frequency).
- Update and sign the **Consent to Administer Medication** form termly.

#### 5. LONG-TERM AND COMPLEX NEEDS

Where a child has significant or complex health needs parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals.

A list of pupils who require medication for their Medical Needs will be shared with all staff.

All pupils who require/have additional medical needs will be identified on the class fire register, alongside any medical emergency bag.

## 6. SAFE STORAGE OF MEDICINES

- All medication should be in their original container (with the original name and prescription details) or they cannot be given.
- All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children and in an area inaccessible to children under adult supervision.
- All prescription medications should have the pharmacist details and notes attached to show the dosage needed and the date the prescription was issued. This will be checked, along with expiry dates, before staff agree to administer medication.
- Emergency medication, such as inhalers and epi-pens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under adult supervision.
- Any antibiotics requiring refrigeration will be kept in an area inaccessible to children.

## 7. MANAGING MEDICINES ON SCHOOL TRIPS

On out of school visits, the teacher and the class first aider are responsible for taking the class medicines e.g. asthma inhalers, EpiPen, enzymes, eczema cream with them. The first aider (may be different to the usual responsible adult) will also be inclusive of the staff ratio and they may agree to take temporary responsibility for administering medicine e.g. antibiotics following the above procedure.

## 8. STAFF MEDICAL FORMS

All staff and volunteers have a responsibility to complete a **Staff Medical Form**, this will be stored in a confidential place and only be referred to if the need should arise. All staff must comply with the **Staff Induction**, Absence procedures and **Risk Assessments** should be complete for any long term or ongoing illness, injury or pregnancy.

See appendix for:

- **List of First Aiders**
- **Consent to administer medicine**
- **Recording Medicine administered**
- **Example Care Plan (anonymous)**