



Administering Medication Policy

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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 of the Statutory Framework for the Early Years Foundation Stage; Children and Families Act 2014 and Supporting Pupils at School with Medical Conditions 2015.

Medicine not in its original packaging or without a pharmacist label cannot be administered or given to a child for self-administration.

No medicine can be administered or accepted for self-administration without prior written consent.

Policy Statement and principals

Beam County Primary 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. This policy statement sets out how we ensure that children with medical needs receive proper care and support.

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. Even if they have improved, children should not return to school for at least 48 hours into a course of antibiotics.

Our Policy AIMS:

- To support regular attendance of all pupils;
- 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.

The Head of School, in consultation with the Governing Body, Staff, Parents, Health Professionals and the Local Authority, is responsible for deciding whether the school can assist a child with medical needs.

Roles and Responsibilities

Parents and Carers

Parents have the prime responsibility for their child's health.

- 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 Permission to Administer Medication form if there are any changes to a child's medication (including dosage or frequency).
- All medication and all medical equipment must be clearly labelled and must have a doctor's or pharmacist's label on the item or packaging that includes the child's name.
- Parents and Carers are requested to provide the following information about medical needs and to update it at the start of each year and if it changes.
 - Details of pupil's medical needs
 - Medication; including side effects
 - Allergies
 - Name of GP/Consultants
 - Special requirements eg dietary needs, pre-activity precautions
 - What to do and who to contact in an emergency
 - Cultural and religious views regarding medical care

Staff

- All staff at Beam County Primary have a duty to maintain professional standards of care and 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 with access only for staff;

- Asthma reliever inhalers and epipens are kept within easy access of staff but out of reach of children; (Nursery – in lidded box alongside first aid box in nursery accessible toilet facility. Years R-6 in draws in school office)
- Staff must complete the form kept 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 Head teacher will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. 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
- 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.
- If a child refuses to take their medication, staff will not attempt to force them to do so. The Head teacher and the child's parent or carer will be notified, and the incident recorded on the **Record of Medication Given**.

Pupil information and Confidentiality

The information parents and carers are expected to provide is listed with Parent roles and responsibilities (page2)

We respect the child's right to confidentiality so information will only be shared with staff who need to know following a discussion with parents about information sharing.

Recording

The medicine file will include:

- Copies of consent forms (originals to be kept in pupils' files)
- A record of all medicines on site and their location
- Records of administration of medicines to individual children
- Copies of Health CarePlans
- Copies of Parent and School Agreement for self-administration

Administration of Medicines

In many cases it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before, it is advised that the

parent keeps the child at home for the first 48 hours to ensure there are no adverse effects as well as to give time for the medication to take effect.

Safe Storage Of Medicines

- All medication must be in the original container or it 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 and emergency medication, such as inhalers and epi-pens 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 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. (staff room).

Health Care Plans

When appropriate a personal health care plan will be drawn up by the school in consultation with parent(s) or carers(s) and health care professionals. The plan will outline the needs and level of support required in school. Plans will be reviewed annually, or as the level of need requires.

Emergency Procedures

Actions to be taken in an emergency and what constitutes an emergency for a particular child are included in the Child's Health Care Plan

Intimate or Invasive Treatment

This will only take place under exceptional circumstances if confirmed to be a medical necessity and only with written permission from parents. It will always be, only at the discretion of the Head and Governors. It will not happen without the agreement of the staff members once they have received training from a relevant health professional. Two adults, at least one of whom must be the same gender as the child must be present for the administration of such treatment. All such treatment will be recorded.

Residential and Off-Site Visits

Health Care Plans and sufficient essential medicines will be taken and controlled by a member of staff.

If additional supervision is needed during any activity such as swimming, the school may request a parent or carer to help as an extra supervisor for their child only.