

**LYDBROOK PRIMARY SCHOOL**  
**(Including Robins Nursery)**  
**POLICY FOR ADMINISTERING MEDICINES**

Dated: 14<sup>th</sup> October 2020

Review date: Autumn 2023

**1.0 Introduction**

- 1.1 We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medication. Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided to every member of the school personnel who has volunteered for and accepted this role. This training will take place before they start this role and will ensure that they are familiar with the administration of medication procedures.
- 1.2 Medicines will be administered that have been prescribed by a doctor or some other authorised person where it would be detrimental to a child's health if the medicine were not administered during the school day. Non-prescription medicines will only be administered by staff if parents/carers have agreed in writing with the school and have signed a form – Appendix 1- to the effect that the medicine has been administered without adverse effect. Parents can make arrangements at lunch time to administer the medication to their own child. In exceptional circumstances, the school may administer children's paracetamol (eg. Calpol), with written or verbal permission from parents, if that enables the child to remain in school and attend lessons.
- 1.3 Pupils may under certain circumstances self-administer medicines. Those circumstances are, only under the direct supervision of an appropriately trained member of staff. In practice, this means, instances such as taking their own inhaler, whilst watched by staff. As a school we follow the government recommendation, that children who are able to take responsibility for managing their own medicine do so, within safe parameters.

**2.0 Aim**

- 2.1 To outline the procedures for administering prescription and non-prescription medicines to pupils.

**3.0 Parents/Carers**

- 3.1 Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Parents should obtain details from their child's GP if needed.
- 3.2 Parents/carers must provide:
- 3.2.1 written permission by completing the Medication Consent Form;
  - 3.2.2 sufficient medical information on their child's medical condition;

- 3.2.3 the medication in its original container.
- 3.2.4 sufficient medicine for the dosage to be given in school.

#### **4.0 Administration of prescribed medicines**

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:-

- 4.1 Be aware of any Individual Health Care Plans and of symptoms which may require emergency action;
- 4.2 Read and check the Medical Consent Forms before administering or supervising the taking of medicines.
- 4.3 Check that the medication belongs to the named pupil
- 4.4 Check that the medication is within the expiry date.
- 4.5 Inform the parent if the medication has reached its expiry date.
- 4.6 Confirm the dosage frequency on each occasion and consult the medicine record form to prevent double dosage.
- 4.7 Recorded on the medication record all relevant details of when medication was given.
- 4.8 Return medications to the secure area for storage.
- 4.9 Always take appropriate hygiene precautions
- 4.10 Record when a child refused to take medication.
- 4.11 Immediately inform the parent/carer of this refusal.

#### **5.0 Medication Record**

The following information must be supplied by the parent/carer:

- 5.1 Name and date of birth of the child
- 5.2 Name and contact details of the parent/carer
- 5.3 Name and contact details of GP
- 5.4 Name of medicines
- 5.5 Details of prescribed dosage
- 5.6 Date and time of last dosage given
- 5.7 Consent given by parent/carer for staff to administer medication
- 5.8 Expiry date of medication
- 5.9 Storage details

#### **6.0 Security**

- 6.1 All regular, long term, medications administered by staff require a signed IHCP which is kept in two places: one in the central medical file and another in a zipped plastic bag with each child's medicine.
- 6.2 Controlled drugs eg. Insulin, Ritalin will be kept in a locked medicine case with the key only available from the School Office.
- 6.3 Other medicines are stored in the office or staffroom fridge, if necessary.
- 6.4 Each medicine must be labelled with the child's name, the name of the medicine and the dose to be given.
- 6.5 When a medicine is administered to a child, the Administration of Medicines form or child's record book must be completed.

## **7.0 Confidentiality**

- 7.1 The staff will treat medical information confidentially.

## **8.0 Disposal of medicines**

- 8.1 It is the responsibility of parents to dispose of unwanted/out of date medicines. Medicines that are not collected, however, will be taken to a local pharmacy for disposal.

## **9.0 Managing medicines in the classroom**

- 9.1 Any medicines kept in the classroom are stored in a labelled bag. The teacher keeps this in an accessible place. Each medicine is clearly labelled. Pupils who have inhalers for asthma know where their inhalers are kept and have access to them if they are able to self-administer.

## **10.0 Educational Visits**

- 10.1 On educational visits if medication needs to be administered a designated person will also attend.
- 10.2 For residential visits, young people sometimes need minor treatment for conditions such as headaches, rashes, colds and insect bites. If necessary, with parental permission, staff will treat these ailments with the following "off the shelf products which are commonly available from most chemists: Paracetamol, antiseptic wipes, hypoallergenic plasters, insect-bit antihistamine, Piriton or similar medication and sun cream.
- 10.3 Parents will also be requested to sign the following statement regarding emergency medical treatment during visits:

### **EMERGENCY MEDICAL TREATMENT DURING VISITS**

I consent to any emergency treatment necessary. I therefore authorise the Visit Leaders(s) to sign, on my behalf, any written form of consent required by the hospital authorities should medical treatment (a surgical operation or injection) be deemed necessary and if it has not been possible to contact me beforehand.

## **11.0 Sporting Activities**

11.1 We will ensure that pupils have immediate access to their own asthma inhalers during sporting activities in the school day and during extra-curricular clubs.

Signed .....

Chair of Governors

Signed .....

Headteacher

Dated:

Review: Autumn 2023

Approved by FGB - 14th October 2020