

# Administering of Medicines in School Policy

## INTRODUCTION

Parents are encouraged not to send their child to school if he/she is unwell. Legally schools are not compelled to administer medication to children, because of the risks involved and possible legal consequences.

At Sacred Heart we therefore encourage our parents to

- ask medical professionals to prescribe medicine in dosages which can be administered outside of school hours.
- come to school during the school day to administer the medication themselves.

However it is school policy to support children with short and long term medical needs and we recognise that this is not always possible. Only in exceptional circumstances will the school administer medicine, **if** the member of staff concerned is prepared to do so and by prior agreement.

## AIMS OF THIS POLICY

- to explain our procedures for managing prescription medicines which may need to be taken during the school day
- to explain our procedures for managing prescription medicines on school trips
- to outline the roles and responsibilities for the administration of prescription medicines

## Prescribed Medicines

Staff at Sacred Heart School, are only allowed to administer medicines which are

- prescribed by a doctor, dentist or qualified medical practitioner.
- in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

There are occasions when children are able to self-administer medicines eg inhalers, eye-drops. Again these have to meet the requirements set out above.

Non- Prescription medicines **WILL NOT** be administered or permitted on school premises.

## Storage of Medicines

- All medicines should be delivered to the school office or Class Teacher by the parent or carer. In no circumstances should medicines be left in a child's possession.
- All medicines should be stored in accordance with product instructions (paying particular attention to temperature).
- Medicines will normally be kept in the school office or Key Stage 1 staffroom fridge and should not be kept in classrooms, with the exception of adrenaline pens and inhalers.
- All medicines must be stored in the supplied container and be clearly labeled with the name of the child; the name and dose of the medicine and the frequency of administration.

- All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and kept in an agreed place in the classroom. Children may carry their own inhalers, when appropriate.

### **Disposal of Medicines**

Staff should not dispose of medicines.

Parents are responsible for collecting medicines at the end of the day/agreed administration time period.

### **Trips and Outings**

Children with medical needs are given the same opportunities as other children. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk assessment for such children. Arrangements for taking any medicines on trips must be made. A copy of any health care plans should be taken on visits.

## **ROLES AND RESPONSIBILITIES**

### Parent/Carer

- Must complete and sign the parental agreement form (Appendix 1) – if a member of staff is to administer the medicine (Appendix 2) – if the pupil is to self-administer
- Should give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver and collect all medicines in person.
- Must keep staff informed of changes to prescribed medicines.

### Senior Leadership Team

- To ensure that the school's policy on the administration of medicines is implemented.
- Ensure that staff receive support and appropriate training where necessary.
- To share information, as appropriate, about a child's medical needs.
- Ensure that parents are aware of the schools policy on the administration of medicines.
- Consult with other professionals as necessary e.g. the school nurse.
- Ensure that medicines are stored correctly.

### Staff Administering the Medicine

- Ensure that the parent/carer completes a consent form for the administration of medicines following the prescriber's instruction
- On receipt of medicines, the child's name; prescribed dose; expiry date and written instructions provided by the prescriber should be checked.
- Ensure that a second member of staff is present when medicines are administered.
- Complete Appendix 3- 'administration of medicines' record sheet each time medication is given.
- Ensure that medicines are returned to parents for safe disposal.

### **Refusal of Medicines**

If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably possible.

### **Record Keeping**

Medicines should be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. Staff should check that written details include:

- name of the child
- name of the medicine
- dose
- method of administration
- time and frequency of administration
- any side effects
- expiry date

A parental agreement form must be completed and signed by the parent, before medicines can be administered.

At the time of administering medicines, the member of staff must complete the Appendix 3 -medicines record sheet.

No medication should be given unless it has been checked.

### **Children with Long Term Medical Needs**

It is important that the school has sufficient information about the medical condition of any child with long term medical needs. A health care plan will be written for children with long term medical needs, involving the parents and relevant health professionals.

### **Confidentiality**

The head and staff should always treat medical information confidentially. The head should agree with the child/parent who else should have access to records and other information about a child.

### **Staff Training**

Training opportunities are identified for staff with responsibilities for administering medicines.

### **Monitoring**

This policy should be reviewed annually in accordance with Local Authority and National guidance.

**Agreed by Governing Body: \_\_\_\_\_ (date)**