



Fairfields Primary School

Administration of Medicine Policy

This policy aims to provide clear guidance and procedures to staff and parents. It forms the basis of a supportive environment in which pupils with medical needs may receive suitable medical care enabling their continuing participation in mainstream schooling. We aim to ensure that all children will "Achieve together, step by step" despite any medical needs they may have.

Responsibilities

The Headteacher is responsible for deciding in consultation with other stakeholders, whether the school can assist a pupil with medical needs. Each request to support a child with medical needs will be considered individually. The Headteacher is also responsible for ensuring that first aiders/those administering medicines have relevant and appropriate training.

It is the responsibility of the parent to ensure once a term that all medication is still within expiry date (as detailed in Appendix 1 School Medicine Record)

Administration of medicine

No medicine will be given without written parent consent. Form – Appendix 1 must be completed by the parent giving permission for medicine to be administered by staff.

Medicines must be delivered to school by the parent or escort (not sent into school in the child's bag) and given to the designated first aider/s. If medication were to come to school in a child's bag it would not be administered until the appropriate form has been completed and signed by the parent/carer.

Medicines brought into school should be clearly marked with:

- The name of the medicine
- The pupil's name dosage (including method of administration and times)
- Special storage instructions

Prescribed Medicines

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours. We will encourage parents to discuss this with the prescriber.

Controlled drugs should never be administered unless cleared by the Headteacher. Reference should be made to the DfES document Managing Medicines in Schools and Early Years Settings 2005.

Non-Prescription Drugs

Staff should never give non-prescribed drugs to a child unless there is specific written permission from the parent. This will be an exceptional situation rather than the norm. A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Self-Management

Children who are able, will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage so access will only be through the school office.

Storing Medicines

Medicines should be stored away from children, be in their original containers and refrigerated where necessary. This will be the responsibility of the nominated first aiders. Children should know where their medicines are kept and which members of staff are responsible for administering them.

Emergency medicines such as asthma inhalers and adrenaline pens should not be kept locked away during the school day, but should always be accessible to the relevant children under supervision from a first aider.

Administering Medicines

Members of staff giving medicines will be:

- Willing to perform such tasks
- Trained where necessary for the task
- When administering medicine, the first aider will check the medication type is correct and then log the time and date and sign the record upon administering the medicine.

Disposal of Sharps

- Should we have a child with diabetes the parent will supply the school with a sharps box, once full it will be returned to the parent for the appropriate disposal.
- Should an EpiPen be administered, the cap will be replaced and given to the parent for appropriate disposal.

Long Term Medical Needs

The school will be fully informed of the child's needs before admittance. It is essential to have sufficient information in order for the child's medical needs to be adequately supported. Please read Supporting Pupils with Medical Needs Policy.

Educational Visits and Sporting Activities

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit / activity. Medicines not self-managed by pupils, will be in the safe care of a nominated member of the staff. This colleague should be one who is willing to carry this responsibility. Complex medical needs for a specific pupil

may necessitate a health plan for the visit / activity. If any member of staff is concerned they should seek advice from the qualified first aiders.

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of the school procedure for calling the emergency services and the conveyance of pupils to hospital by the safest and quickest means available as directed by the emergency services.

Date: September 2018

Renewal Date: September 2019