



# Administration of Medicines Policy

**Consultation that has taken place:** This policy has been developed by the Headteacher, teaching and support staff and with consultation with the Governing Body

**How the policy will be disseminated to the school's community:** This policy is available on the school's website. Copies are available from the office.

**Date Policy Formally Approved By Governors:** 6 July 2016

**Date Policy Becomes Effective:** 1 September 2016

**Review Date(s):** Autumn 2019

**Person(s) responsible for Implementation and Monitoring:** Headteacher.

**Links to other relevant documents:** Staff handbook, Health and Safety, Medical Conditions, First Aid, Asthma & SEND Policies

## Policy Overview

Where possible, to ensure that children are able to attend for school on a regular basis, we will support children who need to have a prescribed medicine administered during the school day. However, the following guidelines will apply.

### Prescribed Medicines

Medicines should only be brought to school when absolutely essential; that is where it would be detrimental to the child's health if the medicine were not administered during the school day. We will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. They will be kept in a central safe and secure place in the staffroom.

We **will not** accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Where possible all prescribed medicines should be preferably taken at home and where there are three dosages this is possible in the morning, after school hours and at bedtime.

No member of staff will administer any medicine in an intimate place without appropriate training, taking into account safeguarding and medical advice.

### Controlled Drugs

Where these have been prescribed by the above they can be administered by school staff. They will be kept in a lockable non portable container and only named staff will have access or in the fridge in the staffroom (pupils do not have access to this room). A medicine administer record is kept for audit and safety purposes.

## **Non-Prescription Medicines**

Staff at this school will not administer these medicines at all and if necessary parents will need to come to the school to give these medicines to their children at certain times of the day by agreement. Exceptions to this will be only in conjunction with a signed letter from a doctor (e.g. Calpol for a known stomach complaint).

## **Long Term Medical Needs**

Children admitted to the school, who have a long term medical condition, may need a Healthcare Plan completed for them. Please see Medical Conditions Policy.

**Administering Medicines at Kea School. No child at Kea School will be given medicine without their parent's written consent using our official school form.**

Staff administering medicines are volunteers and have no legal or contractual duty to do so and will always check:

- The child's name
- The prescribed dose
- Expiry date
- Written instructions by the prescriber on the label of container.

If in any doubt staff will not administer the medicines and seek advice from the parents or carers.

If necessary training will be given to staff before agreeing to administer specific medication.

Staff are aware of hygiene matters when administering medicines, plastic gloves are always available if necessary.

Staff will complete the school's pupil medicine administration form when administering medicine to an individual child. The form is filed on the child's personal file which is kept in the school office.

## **Refusing Medicines**

If a child refuses to take medicine, staff will not force them to do so, but will note this on the pupil medicine administration form and inform parents of the refusal as soon as possible and within the same day.

## **School Visits and Sporting Events**

Where at all possible the above procedures will be applied when children are away from school on school visits or at sporting events.

For overnight trips/camps, prior permission is obtained from parents to administer specified non-prescription drugs e.g. Calpol at the leader's discretion should the child need them.

## **Emergency Situations**

All staff are required under Common Law Duty of Care to act like any prudent parent in an emergency situation. This may include taking such action as administering medicine.

Further information is contained in the Medical Conditions, Asthma and First Aid policies



## Parental Agreement for Kea School to Administer Medicine

Kea School will not give your child medicine unless you complete and sign this form. Kea School has a policy so that the staff can administer medicine.

Name of school/setting	Kea C P School
Name of Child	
Date of Birth	
Year Group	
Medical Condition or Illness	

### Medicine

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy and include the prescriber's instructions for administration.**

### Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	Mrs Edyvean or Ms Lamerton in the school office

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Kea School staff administering medicine in accordance with the school's Administration of Medicines Policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is to be stopped.

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Record of Medicine Administered to an Individual Child

Name of School	Kea C P School
Name of child	
Date medicine provided by parent	
Year Group	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			
Comments			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			
Comments			

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