

Stanford Infant School

'Exploring and Learning Together, Inspiring Each Other'



Administration of Medicines Policy

Purpose: To ensure safe and clear administration of medicines

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INTRODUCTION

This policy has been formulated from Local Authority Guidance by the Head Teacher and with approval by Governors. There is no legal requirement for school staff to administer medicines. Staff are expected to do what is reasonable and practical to support the inclusion of all pupils.

This school will administer medicines.

AIMS OF THIS POLICY

- 1) To ensure the safe administration of medicines to children where necessary and to help to support attendance
- 2) To ensure the on-going care and support of children with long term medical needs via a Health Care Plan
- 3) To explain the roles and responsibilities of school staff in relation to medicines
- 4) To clarify the roles and responsibilities of parents/carers in relation to children's attendance during and following illness
- 5) To outline to parents/carers and school staff the safe procedure for bringing medicines into school when necessary and their storage
- 6) To outline the safe procedure for managing medicines on school trips

ROLES AND RESPONSIBILITIES

HEAD TEACHER / SENIOR LEADERSHIP TEAM

- To bring this policy to the attention of school staff and parents/carers and to ensure that the procedures outlined are put into practice
- To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this policy
- To ensure that staff receive appropriate support and training
- To ensure that parents/carers are aware of the school's Medicines Policy
- To ensure that this policy is reviewed annually
- To complete a Health Care Plan in conjunction with parents/carers and relevant healthcare professionals for children with complex or long term medical needs

STAFF

- To follow the procedures outlined in this policy using the appropriate forms
- To ensure that Health Care Plans are followed on a day to day basis.
- To share medical information as necessary to ensure the safety of a child; including making sure the class information sheet is updated as appropriate for supply staff
- To retain confidentiality where possible
- To take all reasonable precautions to ensure the safe administration of medicines
- To contact parents/carers with any concerns without delay
- To contact emergency services if necessary without delay
- To keep the first aid room and first aid boxes stocked with supplies
- Educational Visits Leader – see 'MEDICINES ON SCHOOL TRIPS' below

PARENTS/CARERS

- To give the school adequate information about their children's medical needs prior to a child starting school or when they first develop a medical condition so that an appropriate Health Care Plan can be drawn up
- To follow the school's procedure for bringing medicines into school
- To only request medicines to be administered in school when essential
- To ensure that medicines are in date and that asthma inhalers are not empty
- To notify the school of changes in a child's medical needs, e.g. when dosages change, medicine is no longer required or when a child develops a new need, e.g. asthma
- To collect medicines from school staff when the medicine is no longer required or is out of date.

SCHOOL ATTENDANCE DURING/AFTER ILLNESS

- Children should not be at school when truly unwell, other than with a mild cough/cold
- Symptoms of vomiting or diarrhoea require a child to be absent from school and not to return until clear of symptoms for 48 hours
- Children should not be sent to school with severe earache, toothache or other significant discomfort
- Children should not be sent to school with an undiagnosed rash or a rash caused by any contagious illness
- Children should not be sent to school with any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day require the child to be absent from school

INDIVIDUAL HEALTH CARE PLANS

Any child who has a medical condition that requires them to have medicine in school long term e.g. Asthma, Anaphylaxis, will have an individual Health Care Plan. These will be drawn up in consultation with parents/carers and will be reviewed annually or when parents/carers inform the school of any change in the management of their child's health condition. Appendix 1.

SAFE ADMINISTRATION OF SHORT TERM MEDICINES AT SCHOOL

The administration of short term medication can only be authorised by a member of the Senior Leadership Team (SLT), who will, with the advice of a First Aider, if necessary, determine if the child is fit to be at school. If a child is obviously unwell they should be sent home.

- Medicines should only be brought to school when essential, i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day
- All medicines must be brought to and collected from, the school office by an adult. Medicines must NEVER be brought to school or sent home in a child's possession

- A parental consent form MUST be completed before the administration of any medication can be administered by school staff (see appendix 2). This is requested at the School Office when the medication is checked and stored
- A member of the SLT will sign the form and a class notification slip and reminder about the medication may be written on the small whiteboard in the front office
- Administration of medicines at school must be administered by a member of staff and witnessed by a second member of staff. This is recorded on the child's Medicines Sheet pinned on the Medical Room board
- Parents/carers may come to the School Office to administer medicines if necessary
- Some children may self-administer medication, e.g. inhalers, if this has been directed by the parents/carers when filling in the medicine form; however, they will be supervised by a member of school staff
- If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents/carers informed

Asthma Inhalers:

- Parents/carers must complete a Health Care Plan with the Inclusion Leader prior to the inhaler being used in school
- All inhalers will be stored in a labelled zipped wallet along with a copy of the Health Care Plan and placed in the red class drawstring medical bag
- The child will require a spacer
- If the child needs to use their inhaler during the school day a slip should be sent home to the family notifying them this has happened. A record will also be kept in the child's log book, also kept in the zipped wallet.

Auto-injector pens:

Children with a known allergy or who have had a severe allergic reaction maybe be prescribed an auto-injector pen by their GP. Children should have at least one auto-injector pen (preferably two), as well as a bottle of anti-histamine e.g. 'Piriton' or pharmacy equivalent, in the school. The auto-injector pens need to be stored in a named Tupperware box in the relevant year group first aid locker in the Medical Room along with a copy of the Health Care Plan; if a child has a second 'pen' this should be stored in the classroom in the red class drawstring medical bag along with a copy of the Health Care Plan.

STORAGE OF MEDICINES

- All medicines must be clearly labelled with the child's full name
- Most medicines will be stored in the child's year group first aid locker or the lockable cabinet or fridge in the Medical Room – member of staff to check the storage requirements
- Auto-injector pens should be stored in the child's year group first aid locker in the Medical Room; in a Tupperware box that is clearly named, alongside the child's named bottle of 'Piriton' or equivalent. It is ultimately the parents/carers responsibility to check the expiry date of the auto-injector

pen, replace and dispose of the old one. However they will be checked annually in July when individual Health Care Plans are reviewed.

- Asthma Inhalers should be stored in named zipped wallets in the child's classroom in the red class medical bag. It is ultimately the parents/carers responsibility to check the expiry date of the inhaler, replace and dispose of the old one. However they will be checked annually in July when individual Health Care Plans are reviewed.
- No medicines, other than asthma inhalers and auto-injector pens may be kept in the classroom, unless agreed as part of the child's individual Health Care Plan.
- Parents/carers are responsible for the safe return of expired medicines to a pharmacy

MEDICINES ON SCHOOL TRIPS

Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips and reasonable adjustments may need to be made. Staff should discuss any concerns about a child's safety with parents/carers. It may be necessary for further control measures to be included, e.g. arrangements for taking medication.

- The member of staff organising a visit is responsible for designating a school First Aider(s) for a trip in conjunction with the Education Visits Leader to ensure appropriate First Aid cover on the visit and remaining in school
- The class teacher is responsible for ensuring that arrangements are in place for any child with medical needs prior to a trip taking place, in conjunction with the EV Leader where necessary, including ensuring that all medications are carried as required. A copy of all relevant Health Care Plans should be taken on the trip
- The designated school First Aider on the trip will administer any medicines required and record the details on the School Trips Medical Form
- The First Aider will return the form and any unused medicines to the Medical Room on return to school

DISPOSAL OF MEDICINES

Parents/carers must collect medicines held at school and are responsible for the safe disposal of them

STAFF TRAINING

Some conditions may require rapid intervention. All staff will receive appropriate training to enable them recognise the onset of the condition to take appropriate action.

All staff will receive annual auto-injector pen training delivered by the School Nurse. Additional training/advice will be sought as necessary.

There are guidance sheets for Asthma, Anaphylactic Shock and Epilepsy displayed in the Medical Room and in every class's Inclusion Folder.

Appendix 1:



Stanford Infant School
'Exploring and Learning Together, Inspiring Each Other'

Head Teacher – Miss M Denyer

Highcroft Villas
 Brighton
 BN1 5PS
 Tel: 01273 555240
 Fax: 01273 551826

Email: office@stanford-inf.brighton-hove.sch.uk
 Website: www.stanfordinfants.co.uk

HEALTH CARE PLAN

Name of Child	
Date of Birth	
Date	
Class	
Review Date	

Contact Information

Family Contact 1

Name	
Phone: Work	
Mobile	
Home	
Relationship	

Family Contact 2

Name	
Phone: Work	
Mobile	
Home	
Relationship	

Clinic/Hospital Contact

Name	
Tel. No	

GP

Name	
Tel. No.	

Condition (and symptoms to be aware of):
Medication (and who can administer):
Daily/Care requirements at school:
EMERGENCY PROCEDURE:

Signed: _____ (parent/carer)

Copies of form to: Class Teacher and TA (to put in class 'red medical bag), **Lead First Aider** (to put in with child's medication and medical room records), **Admin assistant** (put in

child's record file)



Appendix 2:

Short Term Medication
(e.g. antibiotics)

Name of Child: D.O.B.

Home telephone number:

Emergency contacts:

Name: Contact number:

Relationship to child:

Name: Contact number:

Relationship to child:

Name of Doctor:

Surgery address and telephone number:

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Medication to be administered at school:

Name of medication:

Dose:

Time to be administered:

Additional instructions (takes it independently, needs help etc):

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I give permission for a member of Stanford Infant School staff, as directed by the Head teacher to administer/assist with his/her medication in accordance with the above information. I understand that although the school will always endeavour to act responsibly I am aware that the staff member will not be medically trained.

I undertake to supply the school with the drugs/medicines in properly labelled containers and replace if they go out of date.

I accept that whilst my child is in the care of the school, the staff are in loco-parentis and that the school may therefore need to arrange any medical aid considered necessary in an emergency but that I will be informed of any such action as soon as possible.

Signed: Relationship to child:

Authorising signature:..... Date: