



# Administration of Medicines Policy

Policy Name:	Administration of Medicines
Approved Date:	September 2021
Review Date:	September 2022

## Contents

Introduction .....	3
Legal Requirements .....	3
Prescribed Medicine.....	3
Exceptions .....	3
Children with Asthma .....	4
Non –Prescription Medicines .....	4
Storage of Medicines.....	4
Disposal of Medicines .....	4
★ Educational Visits.....	4
Roles And Responsibilities.....	5
Parent/Carer* .....	5
Head Teacher.....	5
Staff .....	5
Refusal of medicines .....	5
Record Keeping .....	5
Children with Long Term Medical needs.....	6
Confidentiality.....	6
Staff Training.....	6
Related Policies .....	Error! Bookmark not defined.
Monitoring .....	6

# Administration of Medicines Policy

## Introduction

Manor Primary School is an inclusive community that welcomes and supports pupils with medical conditions. Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

Ideally, the administration of medication should be administered by parents. Where possible it is the school's policy to comply with requests from Medical professionals and/or parents to help in administering medicines to children when these are of an essential nature (e.g. epilepsy, diabetes, asthma, anaphylaxis), during the school day.

## Legal Requirements

There is no statutory/contractual duty for teachers to administer medicine in school. However in an emergency swift action will need to be taken by any member of staff to secure assistance for any pupil. The consequences of not helping a pupil in an emergency may be more far reaching than the consequences of making a mistake by trying to help. Teachers and other school staff in charge of pupils have a common law duty to act as any reasonably prudent parent would, to make sure that pupils are healthy and safe on school premises. This duty extends to teachers leading any activities taking place off the school site.

## Prescribed Medicine

At Manor Primary School, we understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. This school understands the importance of medication and care being taken as directed by healthcare professionals and parents. All children with long term medical conditions will have an Individual Healthcare Plan written as soon as possible after diagnosis and reviewed at least annually or more often if necessary.

Medicines can only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Staff at Manor Primary School will only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines will only be accepted in the original container as dispensed by a pharmacist and should include the prescriber's instructions for administration.

## Exceptions

Prescribed medicine will not be given:

1. Where the timing of the dose is vital and where mistakes could lead to serious consequences.
2. Where medical or technical expertise is required.
3. Where intimate contact would be necessary.

## Children with Asthma

Children who have inhalers should have them available where necessary. Inhalers should be kept in a safe but accessible place. This could either be in a cupboard in the classroom or in a child's own tray. Depending on the needs of the individual, inhalers should be taken to all physical activities. Inhalers must be labelled and include guidelines on administration.

It is the responsibility of parents to regularly check the condition of inhalers and ensure that they are working and have not been completely discharged.

## Non –Prescription Medicines

At Manor Primary School we are unable to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. We are unable to give children aspirin or medicines containing ibuprofen unless prescribed by a doctor.

## Storage of Medicines

All medicines should be delivered to the school office by the parent or carer. In no circumstances should medicines be left in a child's possession. Teachers and teaching assistants should not take receipt of any medicines. All medicines should be stored in accordance with product instructions (paying particular attention to temperature). Medicines will normally be kept in the Fridge in teaching School 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 labelled 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 staff and kept in an agreed place in the classroom or First Aid cupboard. Children may carry their own inhalers, when appropriate.

## Disposal of Medicines

Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They should collect medicines at the end of the agreed administration time period. A letter or e-mail will be sent home to all parents who have left medicines in the school in July for collection.

If any medicines remain uncollected at the end of the summer term, they will be disposed of at a local pharmacist by a member of the office staff.

## Educational Visits

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. The school visit Leader will be responsible for tabulating medical information for each child and one member of staff will be nominated as having responsibility for the administration of all medication. Roles and responsibilities of parents/carers as outlined below will apply.

## Roles And Responsibilities

### Parent/Carer\*

- Should give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to the school office in person.
- Must complete and sign the Health Care Plan with a member of Senior Staff.
- Must keep staff informed of changes to prescribed medicines.
- Keep medicines in date – particularly emergency medication, such as adrenaline pens.

### \* Head Teacher

- To ensure that the school's policy on the administration of medicines is implemented.
- There are members of staff within the school willing to volunteer to administer medication to specific pupils if required.
- 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.
- Ensure that medicines are stored correctly.

### Staff

- On receipt of medicines, the child's name; prescribed dose; expiry date and written instructions provided by the prescriber should be checked.
- Ensure that the parent/carer completes a Health Care Plan for the administration of medicines following the prescriber's instruction.
- Ensure that a second member of staff is present when medicines are administered.
- Complete the '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 **Health Care Plan** 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 medicines record sheet. No medication should be given unless it has been checked by a second adult.

### 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.

### Links with other policies

This first aid policy is linked to the

- Administration of First Aid Policy
- Asthma policy
- Guidance for Management of children with Diabetes
- ★ Health Care Plans
- Medical Policy

### Review

This policy will be reviewed annually by staff and governors

The Governors may however review the policy earlier than this if Government introduce new regulations or if the Governing Body receive recommendations about how the policy may be improved.

### Monitoring

This policy should be reviewed annually in accordance with national guidance.

\*Parents, as defined in section 576 of the Education Act 1996, include any person who is not a parent of a

child but has parental responsibility for or care of a child. In this context, the phrase 'care of the child' includes any person who is involved in the full-time care of a child on a settled basis, such as a foster parent, but excludes baby sitters, child