



BRIZE NORTON PRIMARY SCHOOL
Administration of Medicines Policy



Review Date Planned	Review Date	Date adopted by Governing Body
March 2018	31 Aug 2017 (because of suggested changes)	22 Sept 2017
Sept 2020	21st March 2019	21st March 2019
March 2022		

Introduction

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.

Delivery of Medicines

Qualified first aiders on the school staff administer medicines which have been prescribed by a doctor, dentist, nurser prescriber or pharmacist, if the prescription requires that medication be given during the school day. We will not routinely administer other medication.

Medication should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. We are unable to accept prescription medicines that have been taken out of their original container or make changes to dosages on parental instructions.

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.

On delivery of the medication, the office 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.

The school office then keeps a copy of this form and delegates the administration of the medicine to a named qualified first aider, usually a teaching assistant working within the class.

Administration of Medicines

At the time of administering medicines, the named first aider must complete the medicines record sheet. No medication should be given unless it has been checked by a second adult.

The office staff are responsible for checking these record sheets and for ensuring that a substitute first aider is named if the main one is absent.

Storage of Medicines

All medicines should be stored in accordance with product instructions (paying particular attention to temperature). Medicines will normally be kept in a locked classroom cupboard, with the exception of adrenaline pens and inhalers, which need to be more readily available, and medicines which need to be refrigerated, which are kept in the staff room fridge or the FS/Y1 classroom fridge. 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 kept in an agreed place in the classroom. Children may carry their own inhalers, when appropriate.

During hot weather, parents are asked to administer sun cream or after-sun to their own children before school or to provide spray-on sun cream which then children can administer themselves. However, if a parent provides a note, staff may administer sun cream or after-sun to children.

Disposal of Medicines

Staff should not dispose 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.

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

- 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 parental agreement form.
- Must keep staff informed of changes to prescribed medicines.

Headteacher

- 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 school's policy on the administration of medicines.
- Consult with other professionals as necessary e.g. the school nurse.

Office Manager

- 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 consent form for the administration of medicines following the prescriber's instruction.
- Identify a named first aider to administer each medicine, and keep a record of which medication is being administered by which member of staff
- Ensure that medicines are stored correctly
- Check that medication has been correctly administered by checking "administration of medicines" sheets
- Identify and inform a second first aider if the named first aider is absent

First aider

- Ensure that a second member of staff is present when medicines are administered.
- Ensure that before medication is given that the child is asked their name and that this is checked against the records.
- 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.

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.