

## **Administering Medicines**

<b>Date</b>	<b>Review Date</b>	<b>Coordinator</b>	<b>Nominated Governor</b>
<b>18.9.17</b>	<b>18.9.18</b>	<b>Julie Capewell</b>	<b>Dr A Thorp</b>

We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medication.

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided before any member of the school personnel who has volunteered and accepted this role to be familiar with all administration of medication procedures.

Medicines will only be administered that have been prescribed by a doctor or some other authorised person and where it would be detrimental to a child's health if the medicine were not administered during the day. Non-prescription medicines will not be administered by staff but parents/carers can make arrangements at lunch time to administer the medication to their child.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

### **Aims**

- To outline the procedures for administering prescribed medicines to pupils.

### **Procedure**

<b>Role of the Governing Body</b>	<ul style="list-style-type: none"><li>• The GB has:<ul style="list-style-type: none"><li>▪ appointed a member of staff to be the Coordinator for Health and Safety;</li><li>▪ nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the GB;</li><li>▪ a responsibility for the effective implementation, monitoring and evaluation of this policy.</li></ul></li></ul>
<b>Role of the Headteacher</b>	<ul style="list-style-type: none"><li>• The Headteacher will:<ul style="list-style-type: none"><li>▪ ensure the administration of prescribed medicines by putting into practice effective strategies and</li></ul></li></ul>

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	<p>examples of good practice;</p> <ul style="list-style-type: none"> <li>▪ inform parents of the school policy via the school prospectus and school website.</li> </ul>
<b>Role of the Designated Person/s</b>	<ul style="list-style-type: none"> <li>• Members of the school personnel who have volunteered to administer or supervise the taking of medication will: <ul style="list-style-type: none"> <li>▪ undertake appropriate training;</li> <li>▪ be up to date with the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or epipens.</li> </ul> </li> </ul>
<b>Role of Parents/Carers</b>	<ul style="list-style-type: none"> <li>• Parents/carers must provide: <ul style="list-style-type: none"> <li>▪ written permission by completing the Medication Consent Form;</li> <li>▪ sufficient medical information on their child's medical condition;</li> <li>▪ the medication in its original container;</li> <li>▪ sufficient medicine for the dosage to be given in school.</li> </ul> </li> </ul>
<b>Role of the School Council</b>	<ul style="list-style-type: none"> <li>• The School Council will be involved in: <ul style="list-style-type: none"> <li>▪ determining this policy with the GB;</li> <li>▪ discussing improvements to this policy during the school year;</li> <li>▪ reviewing the effectiveness of this policy with the GB</li> </ul> </li> </ul>
<b>Administration of Prescribed Medicines</b>	<ul style="list-style-type: none"> <li>▪ Members of the school personnel who have volunteered to administer or supervise the taking of medication will: <ul style="list-style-type: none"> <li>▪ be aware of Individual Health Care Plans and of symptoms which may require emergency action;</li> <li>▪ read and check the Medical Consent Forms before administering or supervising the taking of medicines;</li> <li>▪ check that the medication belongs to the named pupil;</li> <li>▪ check that the medication is within the expiry date;</li> <li>▪ inform the parent if the medication has reached its expiry date;</li> <li>▪ confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage;</li> <li>▪ record on the medication record all relevant details of</li> </ul> </li> </ul>

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	<p>when medication was given;</p> <ul style="list-style-type: none"> <li>▪ return medications to the secure cabinet for storage;</li> <li>▪ always take appropriate hygiene precautions;</li> <li>▪ record when a child refuses to take medication;</li> <li>▪ immediately inform the parent/carer of this refusal.</li> </ul>
<b>Medication Record</b>	<ul style="list-style-type: none"> <li>• The following information must be supplied by the parent/carer: <ul style="list-style-type: none"> <li>▪ Name and date of birth of the child</li> <li>▪ Name and contact details of the parent/carer</li> <li>▪ Name and contact details of GP</li> <li>▪ Name of medicines</li> <li>▪ Details of prescribed dosage</li> <li>▪ Date and time of last dosage given</li> <li>▪ Consent given by parent/carer for staff to administer medication</li> <li>▪ Expiry date of medication</li> <li>▪ Storage details</li> </ul> </li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>• All medications will be kept in a secure place and accessible only to the designated persons.</li> <li>• A small secure fridge will be used for medications that need to be kept cool.</li> </ul>
<b>Educational Visits</b>	<ul style="list-style-type: none"> <li>• On educational visits a designated person will also attend in order to administer medications.</li> </ul>
<b>Sporting Activities</b>	<ul style="list-style-type: none"> <li>• We will ensure that pupils have immediate access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs.</li> </ul>
<b>Effectiveness</b>	<ul style="list-style-type: none"> <li>• We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.</li> </ul>

<b>Headteacher:</b>	K Carruthers	<b>Date:</b>	18.9.17
<b>Chair of Governing Body:</b>	Dr A Thorp	<b>Date:</b>	18.9.17

This policy was agreed with the School Nurse – Katherine Wagner