



# Highfields Primary School **Administering Medication Policy**

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## **Administering Medication Policy**

The purpose of this policy is to ensure the safe and appropriate administration of medication to pupils with medical needs within Highfields Primary School. 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 (such as finishing a course of prescribed antibiotics), while other children may require medicines on a long-term basis to keep them well for example children with diabetes. Other children may require medicines in particular circumstances, for example severe allergies or asthma.

## **Aims of this policy**

1. To explain our procedures for managing prescribed medicines which may need to be taken during the school day.
2. To explain our procedures for managing prescribed medicines on school trips.
3. To outline the roles and responsibilities of school staff.

**PLEASE NOTE: THERE IS NO LEGAL DUTY THAT REQUIRES ANY MEMBER OF SCHOOL STAFF TO ADMINISTER MEDICINES.**

## **Prescribed Medicines**

1. Medicines should only be brought into school when essential; where it would be detrimental to a child's health if it were not administered during the school day.
2. Staff can only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
3. Medicines **MUST** be in the original container as dispensed by a pharmacist with the prescription label, including the child's name and the prescriber's instructions for administration.
4. Medicines that need to be taken three times a day can be taken in the morning, after school and at bedtime so do not need to be administered in school.
5. Medicines that need to be taken four times a day can be administered once during the school day and must be spaced as evenly as possible over a 24-hour period.
6. Medication such as paracetamol or aspirin cannot be administered by staff unless prescribed.

## **Storage of prescribed medicines**

1. All medicines should be delivered to a member of staff by the parent/carer. Under no circumstances should medicines be left in a child's possession.
2. The parent/carer must fill in a Parental Agreement to Administer Medicine form giving staff written permission to give the correct dose. **(Appendix 1, 1A and 1B)**
3. All medicines must be stored according to dispenser's instructions (paying particular attention to temperature) with the name of the child clearly marked.
4. Medicines will usually be kept in the fridge in the medical room.

5. All emergency medicines, such as inhalers or EpiPens, must be readily available to children and staff and kept in an agreed place in the classroom.
6. Children may carry their own inhalers where appropriate.

### **Children with Asthma**

1. Children who have inhalers should have them available where necessary.
2. Inhalers are kept in a safe, accessible place, usually within the classroom. Children in Key Stage two will be expected to take responsibility for their own inhaler.
3. If necessary, they should be taken to all physical activities.
4. Inhalers must be labeled with the child's name and guidelines of administration.
5. If a child administers their inhaler, then this should be observed by the adult to ensure the correct use as well as the adult recording the self-administration within the administering medicine form.

It is the responsibility of the parent/carer to regularly check the condition of inhalers and ensure that they are in working order and have not run out. No other inhaler other than the blue Ventolin inhaler is to be administered in school.

### **Allergies and EpiPen**

Children who have severe allergies and need EpiPen medication, such as a nut allergy, will have their medication close to hand at all times.

1. The EpiPen will be the responsibility of the teacher/teaching assistant within their classroom.
2. Designated staff will take the medication into the playground at break times and lunchtimes.
3. All staff will be made aware of the identity of children who suffer from anaphylaxis.
4. Selected members of staff have been trained to safely administer the EpiPen if the need arises.

### **Diabetes**

1. Highfields Primary School recognises that diabetes is a long-term medical condition where the amount of glucose in the blood is too high because the body is unable to correctly produce insulin.
2. Highfields Primary School is aware that diabetic children need immediate access to their medicine, monitoring devices and hypo packs all times and therefore appropriate steps are taken to ensure easy access to these items.
3. It may be necessary for spare insulin to be stored in a fridge. Therefore, the school will ensure that diabetic pupils and staff have easy access to a medical fridge specifically for this purpose.
4. Pupils in years 3 - 6 are advised to carry their insulin with them at all times, within appropriate storage devices.
5. Diabetes should not prevent a pupil from going on school trips or residential. Careful planning is essential and the trip leader should liaise with the SENCo prior to any trip. Staff must ensure that they have completed a Risk Assessment before any pupil is taken off site. Each diabetic pupil should only

- leave the school site once the trip leader has accessed and retained a copy of their individual care plan and has checked that all control measures are in place (e.g. medications, blood glucose monitoring equipment etc).
6. A diabetic pupil will have a care plan devised and agreed. A hard copy is kept on sharepoint and in the pupil's file in the admin cupboard. The individual care plan should describe the responsibility of all parties, address the pupil's specific needs and provide clear instructions for ongoing and emergency care.

### **Non-prescribed medicines**

1. We are unable to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
2. Parents/carers are welcome to come into school to administer these medicines to their child.

### **Disposal of medicines**

1. Staff should not dispose of medicines.
2. Parents are responsible for making sure that date-expired medicines are returned to the pharmacy for safe disposal.
3. Parents 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 at Highfields Primary School. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits.

1. Risk assessments may be carried out before a trip.
2. One member of staff will be nominated to have responsibility for the administration of medication.

### **Roles and responsibilities**

#### **Parent/carer**

1. Should give sufficient information about their child's medical needs if treatment or special care is required.
2. Must deliver all medicines to a member of staff.
3. Must complete and sign the parental agreement form.
4. Must keep staff informed of changes to prescribed medicines.
5. Keep medicines in date – particularly emergency medication such as EpiPens.

#### **Headteacher**

1. To ensure that the school's policy on administering medicines is implemented.
2. To ensure there are members of staff in school willing to volunteer to administer medicines to specific pupils as required.

3. To ensure staff receive support and appropriate training as necessary.
4. To share information, as appropriate, about a child's medical needs.
5. To ensure that parents are aware of the school's medicine administration policy.
6. To ensure that medicines are stored correctly.

### **Staff**

1. To check details are accurate and clear on prescription labels.
2. To ensure that the parent/carer completes a consent form for the administration of medicines.
3. To complete the 'administration of medicines' record sheet each time medicine is given.
4. To ensure medicines are returned to parent/carer at the end of the school day.
5. To ensure medicines are returned to parent/carer for disposal.

If a child refuses to take medicines staff will not force them to do so, but will note this in the records and inform parents as soon as is reasonably possible.

### **Record keeping**

Medicine should be provided in the original container. Staff should check that written details include;

1. Name of child
2. Name of medicine
3. Dose
4. Method of administration
5. Time and frequency of administration
6. Any side effects
7. Expiry date

A parental agreement form should be completed and signed by parent/carer before medicines can be administered.

### **Long term medical needs**

It is important that school has adequate information about long term medical conditions. A health care plan may be drawn up, involving parents and other health care professionals.

### **Confidentiality**

The head and staff should always treat medical information confidentially. The head should agree with the parent/carer who else should have access to records and other information about a child.

### **Staff training**

Staff with responsibility for administering medicines will have appropriate training to be able to carry out the role responsibly. Staff are trained by the Diana Team for administration of Epipen and the Diabetes nursing team for the management of diabetes.

## Appendix 1

### Parental Agreement to Administer Medicine at Highfields Primary School

Please complete all sections of the parental agreement form. Staff at Highfields Primary School will not administer your child's medicine until this form is signed and approved.

Full Name of Child				
Date of Birth				
Year Group/Class				
The named child has been considered fit for school but requires the following prescribed medicine to be administered during school hours.				
Medical Condition or Illness				
<b>MEDICINE</b> Name and type of medicine (as described on container)				
Expiry Date of Medicine				
Dosage				
Timing/Frequency				
Are there any side effects that the school needs to know about?				
The medicine should be administered via <i>Please tick one box</i>	<b>MOUTH</b>		<b>EAR</b>	
	<b>EYE</b>		<b>NOSE</b>	
I consent for my child to carry out self-administration <i>Please tick one box</i>	<b>YES</b>		<b>NO</b>	
By signing this form, you agree to the following:				
<input type="checkbox"/> I consent to the staff at Highfields Primary School to administer the aforementioned prescribed medicine as stated and accept that this is a service that the school are not obliged to undertake.				
<input type="checkbox"/> I agree to update the school with any changes in medication routine use or dosage.				
<input type="checkbox"/> I understand that the school is not responsible for any loss of/or damage to any medication.				
<input type="checkbox"/> I understand that the medication it will be stored by the school and administered by staff with the exception of emergency medication which will be near the child at all times.				
<b>Print Name</b>				
<b>Relationship to child</b>				
<b>Signature</b>				
<b>Your emergency contact details</b>		<b>Mobile</b>		
<b>Home</b>		<b>Work</b>		

## Appendix 1A

### RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

*Appendix 1A and 1B - Page 1 and 2 must be printed together and kept with the medication*

Name of child	
Group/class/form	
Date of medicine provide by parent	
Name and strength of medicine	
Expiry date	
Dose and frequency of medicine	
Quantity received	
Quantity returned (if applicable)	
Signature of Parent/Carer	
Name of school staff	
Signature of school staff	

## Appendix 1B

### RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

Date			
Time given			
Dose given			
Member of staff administering medicine (Print name)			
Signature			
Witnessed by (Print name)			