



## **Administration of Medicines Policy**

**September 2023**

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## 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.

This policy has been drawn up with reference to the policies of schools in the cb23 Network and others across Cambridgeshire County. We have also consulted local GP practices and pharmacies.

## Aims of this policy

- to explain our procedures for managing prescription medicines which may need to be taken during the school day and during before, after-school and holiday clubs
- to explain our procedures for managing prescription medicines on school trips
- to outline the roles and responsibilities for the administration of prescription medicines

## Legal requirements

**There is no legal duty that requires any member of school staff to administer medicines.**

### Within the school day:

#### Prescribed Medicine for long term conditions

Prescribed medicine will only be given by Caldecote Primary School Staff for pupils with long term medical conditions that require medication during the school hours to manage their condition/s, keep them well and support their regular attendance at school. Staff will receive training on how to safely administer this prescribed medication.

Every attempt, where clinically possible, should be made for the medications to be administered by parents / carers at home. All medications must be 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 include the prescriber's instructions for administration. The prescriber's instructions would need to state times and doses required within the pupil's working day at school.

#### Prescribed Medicine for short term conditions

Staff will not administer medication for short-term illness or any illness where the medication has not been prescribed e.g. over-the-counter anti-histamines.

## Exceptions

Prescribed medicines will only be given if the prescriber has indicated clearly on the medicine that it must be administered four times a day.

We may agree to administer prescribed medicine for pupils who attend Care and Holiday clubs if it has to be administered three times a day.

Prescribed medicine will **not** be given:

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1. Where the timing of the dose is vital and where mistakes could lead to serious consequences.(Please refer to Children with Long Term Medical Needs section)
  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 the drawer of the teacher's desk 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 clearly 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**

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 and a Blue Medical Permission form must be completed. 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 ER room fridge (if refrigeration required) or in the ER medical cupboard which is kept locked. Those children requiring an adrenalin pen will have it stored in the ER medical cupboard. All medicines must be stored in the supplied container and have the pharmacy label which clearly states the name of the child; the name and dose of the medicine and the frequency of administration. When they are received in the office, they will be placed in a resealable clear plastic bag along with the Blue Medical Permission form.

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 (inhalers) or the Medical cupboard in the ER room. Children may carry their own inhalers, where appropriate.

### **Disposal of Medicines**

Parents are responsible for ensuring that all medicines are in date and date-expired medicines are returned to the pharmacy for safe disposal. They should collect medicines before expiry and replace with a new prescription where applicable.

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

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## **Trips and Outings**

Children with medical needs are given the same opportunities to attend trips and outings 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 organiser will be responsible for including medical information for each child on the risk assessment. 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 Blue Medical Permission form (see appendix 1)
- Must keep staff informed of changes to prescribed medicines
- Keep medicines in date – particularly emergency medication, such as adrenaline pens

### **Headteacher**

- 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 school's 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/carers completes a Blue Medical Permission form for the administration of medicines following the prescriber's instruction
- When administering medication, check the Blue Medical Permission form and then check the child's name, prescribed dose, expiry date and written instructions provided by the prescriber
- When medication is being administered ensure there is a second member of staff present
- Complete a note of medicines administered in the Medicine's Book each time medication is given; a copy should be sent home with the child (this book is kept in the staff room)
- 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 Blue Medical Permission form 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.

**Related Policies**

For more information see the health and safety policy and the school's Medical & First Aid policies.

**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 minders, nannies and school staff.*

### Appendix 1

#### REQUEST FOR SCHOOL TO ADMINISTER MEDICATION FORM

The school will only administer medicines on receipt of this form being fully completed and signed.

##### DETAILS OF PUPIL

Name:.....

Address: ..... M/F: .....

..... Date of Birth: .....

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Class/Form:.....

Condition or illness:.....

##### MEDICATION

Name/Type of Medication (as described on the container):.....

For how long will your child take this medication:.....

Date Dispensed: .....

##### Full Directions For Use:

Dosage and method: .....

Timing for medicine to be given at school:.....

Will a dose of medicine be given before school? ..... Time: .....

Special

Precautions:.....

Side Effects:.....

Self Administration:.....

Procedures to take in an Emergency:.....

##### CONTACT DETAILS

Name: ..... Relationship to Pupil:.....

Address: .....

..... Daytime Telephone No: .....

**I understand that I must deliver the medicine personally to the school office.**

**I accept that this is a service which the school is not obliged to undertake and, as we are not health professionals, we cannot be held liable for mis-administration or non-administration.**

Date:..... Signature:.....

