

Policy date: September 2023

Review Date: September 2024



Whitehouse Primary School

Medical Procedures/Administration of Medicine Policy

This policy aims to provide clear guidance and procedures to staff and parents. It forms the basis of a supportive environment in which pupils with medical needs may receive suitable medical care enabling their continuing participation in mainstream schooling. We aim to ensure that all children will “aspire, believe and achieve” despite any medical needs they may have.

Responsibilities

The Headteacher is responsible for deciding, in consultation with other stakeholders, whether the school can assist a pupil with medical needs. Each request to support a child with medical needs will be considered individually. The head teacher is also responsible for ensuring that first aiders / those administering medicines have relevant and appropriate training.

It is the responsibility of the parent to ensure once a term that all medication is still within its expiry date (as detailed in Appendix 1 School Medicine Record).

Administration of medicine

No medicine will be given without parent consent. Form – Appendix 1 must be completed by the parent giving permission for medicine to be administered by staff.

Medicines must be delivered to school by the parent or carer (not sent to school in the child’s bag) and given to the designated first aider/s. If medication were to come to school in a child’s school bag it would not be administered until the appropriate form has been completed and signed by the parent/carers.

Medicines brought into school should be clearly marked with:

- the name of the medicine
- the pupil’s name
- dosage (including method of administration and times)
- special storage instructions

Prescribed Medicines

We will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours. We will encourage parents to discuss this with the

prescriber.

Controlled drugs should never be administered unless cleared by the Head. Reference should be made to the DfES document Managing Medicines in Schools and Early Years Settings 2005.

Non-Prescription Drugs

Staff should never give non-prescribed drugs to a child unless there is specific permission from the parent. This will be an exceptional situation rather than the norm. A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Self-Management

Children who are able, will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage so access will only be through the school office.

Storing medicines

Medicines should be stored away from children, be in their original containers and refrigerated where necessary. This will be the responsibility of the nominated first aider. Children should know where their medicines are kept and which members of staff are responsible for administering them.

Emergency medicines such as asthma inhalers and adrenaline pens should not be kept locked away during the school day, but should always be accessible to the relevant children under supervision from a first aider.

Administering medicines

Members of staff giving medicines will be:

- Willing to perform such tasks
- Trained where necessary for the task
- When administering medicine the staff member will check the medication type is correct and then log the time and date and sign the record upon administering the medicine.
- Staff administering medicines should do so in accordance with the prescriber's instructions. The school will keep a written record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at the school should be noted. These records offer protection to staff and children and provide evidence that agreed procedures have been followed.
- When no longer required, medicines should be returned to the Parent/Carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Disposal of Sharps

Should we have a child with diabetes the parent will supply the school with a sharps box, once full it will be returned to the parent for appropriate disposal.

Should an Epipen be administered the cap will be replaced and given to the parent for appropriate disposal.

Long Term Medical Needs

The school will be fully informed of the child's needs before admittance. It is essential to have sufficient information in order for the child's medical needs to be adequately supported. Please read **Supporting Pupils with Medical Needs Policy**.

Educational Visits and sporting activities

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit / activity. Medicines not self managed by pupils, will be in the safe care of a nominated member of the staff. This colleague should be one who is willing to carry this responsibility. Complex medical needs for a specific pupil may necessitate a health plan for the visit / activity. If any member of staff is concerned they should seek advice from the qualified first aiders.

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of the school procedure for calling the emergency services and the conveyance of pupils to hospital by the safest and quickest means available as directed by the emergency services.

Whitehouse Primary School Medicine Record



Child's Name	
Class	
Name of Medicine	
Strength of medicine (if appropriate)	
How much to give (i.e. dose)	
When to be given	
Any other instructions (Include details for inhalers if any)	
Phone No. of parent or adult contact	

N.B. Whilst every effort will be made to administer the medicine at the correct time, it is not always possible to guarantee this in a busy school day. You are of course, welcome to come into school to administer medicine yourself.

I.....parent/guardian of the above named child give permission for Whitehouse Primary School to administer my child with the medicine prescribed by his/her GP in accordance with the official instructions supplied.

The pre-printed label from the pharmacy detailing the child's name, their date of birth and the dosage must be visible.

For long term medication being left in school, I understand it is my responsibility to ensure termly that the medication is still within its expiry date.

Parent's signature.....Date.....

If more than one medicine is to be given a separate form should be completed for each.