



Administration of Medicines Policy

Review Body:	Full Governing Body
Responsibility:	Headteacher
Type of Policy:	non stat
Review Period:	Bi annually
Reviewed:	March 2019
Next Review:	March 2021

This document concerns the administering of medication to pupils at Lyng CE Primary School.

Introduction

Schools, acting in loco parentis, have a duty to take reasonable care of pupils which includes the possibility of having to administer medicines and/or prescribed drugs. This may be required by pupils for regular medication or those requiring occasional dispensing of medicines. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

The Governors and staff of Lyng CE Primary School wish to ensure that pupils with medical needs receive proper care and support at school. The Head teacher will accept responsibility in principle for members of the school staff giving or supervising children taking prescribed or non-prescribed medication during the school day where those members of staff have volunteered to do so.

Travel to and from school

Where the child travels on school transport with an escort, the parent/ carer should ensure the escort is informed of any medication sent with the child, including medication for administration during respite care.

Administering medicines in school

1. Medicine will only be accepted in school if:
it has been prescribed by a doctor; and is accompanied by a written consent form from the child's parent/ carer (see attached)
or
it is non-prescriptive medication accompanied by written consent form from the child's parent/carer.
2. Medicines will not be accepted in school without complete written and signed instructions from the parent/carer. It is the responsibility of the parent/carer to collect medicines at the end of each school day (with the exception of inhalers where school keeps a 'spare').
3. Unused medicines/ empty containers are to be collected by the parent/carer and disposed of according to instructions. The school will not dispose of unused medicines, empty/ finished medicines.
4. Only reasonable quantities of medication should be supplied to the school, (for example, a week's supply of antibiotics at any one time).
5. Each item of medication must be delivered in its original container and handed directly to the office.
6. Each item of medication must show clearly the:
Child's name;
Name of medication;
Dosage;
Frequency of dosage;
Date of dispensing (if a prescription)
Storage requirements (if important);
Expiry date.
7. The school will not accept items of medication that are in unlabelled containers.
8. Unless otherwise indicated all medication to be administered in school will be kept in the staff room First Aid wall locked cabinet or in the staff room fridge if cold storage is required.

9. When medication has been administered to the child it will be recorded on the additional sheet supplied with the consent form. This is kept in the office by the school secretary during the administration period, and then filed once completed
10. It is the responsibility of parents/guardian to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the child's need for medication.
11. The School Secretary is the person to oversee administration of medicines. Members of staff will be asked to volunteer to be involved in the administration of medication. Staff who are willing to dispense medicines to pupils i.e. Teaching Assistants, Class Teacher should be advised of the correct procedure for each by the school secretary with reference to the instructions on the written consent form.
12. All medication administered must be witnessed and recorded by a member of staff.

Inhalers for Asthma

1. Each class has an Inhaler box where each pupil's inhaler is stored. Inhalers should be individually named, and where a pupil has a spacer as well, these should be additionally named. Where possible, it is requested that parents/carers provide a 'spare' inhaler that can be kept in school.
2. Written consent for inhaler use by the child must be provided by the parent/ carer on the appropriate form (see attached) with written instructions.
3. Members of staff should record when an inhaler has been taken by a pupil.
4. At break times and during outdoor activities on the school site, the inhaler box is taken outside.
5. Pupils in Key Stage 2 are permitted to assume responsibility for keeping their own inhalers with them on school trips. They must tell an adult when they need to take it so that the adult can record it.
6. It is the responsibility of the parent/ carer to ensure that the inhalers are renewed and that the medication has not exceeded its expiry date.
7. All inhalers should be taken home at the end of the school year.

Diabetes

1. The school will monitor pupils with Diabetes in accordance with their Care Plan and other written instructions from the parent/carers.
2. Pupils with diabetes must not be left unattended if feeling unwell, or sent to the office unaccompanied.
3. When required, staff will be given training in order to support pupils.
4. Disposal of needles etc. (more relevant for KS2 pupils) Parent/ carers are requested to provide the appropriate equipment in order to ensure safe storage until it can be taken home at the end of the school day. Any equipment used or kept at school will be clearly identified, location described on the care plan notes.
5. As part of their care plan ,pupils may need a supply of sugary food to be kept in school. This will be provided by the family, and placed in a named location by the school and included as part of care plan notes.

Maintenance Drugs

1. A child may be on daily medication for a medical condition that requires a dose during the school day. It is likely that a Care Plan will be in place.
2. As with all other medicines a form should be completed giving clear instructions to staff at the school.
3. A record of all doses administered will be kept.

Unusual/ Emergency Medication

1. A Consent form completed by parent/carers is required (see attached)
2. A Care Plan may be in place.
3. In the case of unusual prescribed medicines, i.e. use of an Epipen, this will be at the discretion of the Headteacher and Governors. In all cases, proper training will be provided by the School Nursing Team and parents will need to complete a Medication form accepting responsibility.
4. In cases of eczema or skin conditions it will be expected that the child will be able to use the cream/lotion on their own.

Nut Allergies/Anaphylaxis Procedure

1. The school will monitor pupils in accordance with their Care Plan and other written instructions from the parent/carers.
2. Any medication for the treatment of nut allergies will be kept in the first aid locked cabinet in the staff room
3. Each container should be clearly labelled as above.

School Trips

1. The school will make every effort to continue the administration of medication to a child whilst on trips away from the school premises, even if additional arrangements might be required. On residential visits, this may include the parent accompanying or attending the visit to enable the administration of medicines. This will be at the discretion of the Headteacher, and dependent on the individual needs of the pupil.
2. All pupils should be encouraged to take part in school trips. It may be that the school would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of any medical needs of such pupils and of the relevant emergency procedures. An additional adult may need to accompany visits where a difficult situation might arise.
3. It may be necessary to take medication for pupils on a school trip, i.e. Epipen, Inhalers or other emergency medication that is normally kept in school. This medication must be logged in and out of school.
4. Copies of any relevant care plans should be taken in case of emergency.
5. Emergency medication must be taken on all trips, even where a trained member of staff is not present. In this case medication should be given to the paramedics to administer when necessary.
6. A separate risk assessment should be completed by the class teacher.

Use of Sun Cream

1. This is permitted in school when provided by the parent/ carer.
2. It should be clearly labelled with the child's name/ class and should not be shared with or loaned to other pupils.
3. It should be taken home every day.
4. The child will apply it him/herself to face/arms/legs. Staff are not to assist pupils, but inform parent/ carer if the child needs to practise applying it at home.

Emergency Procedures

1. Only those members of staff who have current First Aid qualifications will be required to act in an emergency.
2. In the case of emergency, the school will call an ambulance and contact the parents. Staff should never take children to hospital in their own car - it is safer to call an ambulance.
3. At least one member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives.

Care Plans

1. Some children who have identified medical needs may require regular medication.
2. A Care Plan is formulated by health professionals and the family and a copy provided to school.
3. Staff receive guidance and/ or training if this is required (eg for a diabetic child)
4. Any pupils with a Care plan are listed on the inside door of the First Aid cupboard in the staff room
5. Individual Care Plans are located in the school office filing cupboard (for GDPR reasons)
6. Staff are advised of any pupils with Care plans and are responsible for ensuring they regularly check these.
7. Any medication required for a Care Plan is kept in the First Aid locked cabinet in the staff room, unless it is required to be located with the pupil (eg Diabetes equipment)

Conclusion

In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Headteacher and Governors of the school. However, ultimate responsibility remains with the parent/ carer.

Request For School To Administer Prescribed Medication

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school/setting	Lyng Church of England Primary School
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

Mrs Rudd

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

Consent Form

Use of Asthma Inhaler

Lyng Church of England Primary School

Child's Name: **Date of Birth:**

1. I can confirm that my child has been diagnosed with asthma and has been prescribed an inhaler by his/her doctor.
2. My child has a spare working, in-date inhaler, clearly labelled with their name, which they will leave in school.
3. Name of Medicine:
Dose:
When Required:
4. I will advise the school of any changes in dosage or circumstances.

**

Signed Parent/Carer: Date

Parent/Carer Name: (print)

Parent/Carer/s address and contact details:

.....
.....
.....
.....

Telephone:

E-mail:

**

Inhaler provided and form completed and handed to (Mrs Rudd) school office on
.....(date)

