




# Administration Of Medicines Policy

## The Coombes Church of England Primary School

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<b>Approval by:</b>	LGB	<b>Team Reviewing:</b>	LGB
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## 1.0 Introduction

Children with medical needs have the same rights of admission to school as other children. Most children will at some time have short term medical needs, e.g. completing a course of antibiotics. Others may have longer term medical needs e.g. children with epilepsy or cystic fibrosis.

Children may need medicines in particular circumstances e.g. children with inhalers for asthma or children with severe allergies e.g. nut allergies who may need an adrenaline injection. Most children with medical needs are able to attend school regularly and can take part in normal activities.

## 2.0 Support for children with medical needs

Parents have the prime responsibility for their child's health and should provide school with information about their child's medical condition.

Information can be provided on the school application form and updated from the data collection forms sent home annually however we always welcome any information on a child's health at reception.

There is no legal duty for staff to administer medicines but all staff have a duty of care to children. All staff managing the administration of medicines and those who actually administer medicines will receive regular training and support.

## 3.0 School Policy

Parents should administer doses of medicine in frequencies which enable them to be taken outside school hours where ever possible. Where doses of **prescribed** medication are required to be administered within school hours, they will be administered by an appropriate adult, recorded and counter signed by a second appropriate adult using the medication log. See **Appendix A**. The written record will be kept in the main office.

Written permission must be given prior to any prescribed medicines being given to a child. **See appendix B**. This form is available from reception and must be completed in full.

For children with life threatening medical conditions, parents must provide a clear Medical Plan from their GP, from which the school will undertake a Risk Assessment. This will be written between the parent, Inclusion Leader, and the Head Teacher prior to any medicines being administered in school. Until such time parents will be expected to administer medicines themselves. Medicines should only be taken in school when essential.

Children may not take non-prescription medicines in school. If an adult wishes for a

child to be given non-prescription medicine during school hours, they must make arrangements to come to the school office and the child will be released from class.

All children's medicines, inhalers and epi-pens with related authorised medication forms are kept in the office out of reach of children and clearly marked with the child's name. A record of dosage with time and date is kept in reception.

All children with specific medical needs will be identified and information will be kept in a red medical alert folder in the main reception and in each classroom. The folder will contain the name and picture of the child with details of their condition. It will contain the action to take in the event of an emergency and the emergency contact details for that child.

When children with long term medical needs such as diabetes attend a school trip a staff trained in First Aid must attend, or the child's parent. No child will be excluded from a school visit due to medical conditions.

All parents have a duty to inform school of their child's medical needs.

#### **4.0 Guidance**

School should never accept medicines that have been taken out of the container as originally dispensed nor make changes to the dosage on parental instructions. Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions.

Staff administering medicines should do so in accordance with the prescriber's instructions and ensure that the medicine has been prescribed for the child in question. All controlled drugs must be kept in the main office out of reach of children.

All unused medicines should be returned to the parent when no longer required or out of date. Using any medication for another child is an offence. Children under 16 must never be given aspirin containing medicine unless prescribed by a doctor.

A child should know where their own medicines are stored and which member of staff has access to them and can support them. All emergency medication such as inhalers and epi-pens should be available to children at all times.

Staff should not force a child to take his or her medicine. If a child refuses to take medicine, seek advice from the Head Teacher. The parent/carer should be informed if the medicine has not been administered or taken.

Staff should not dispose of medicines; this is the parent's responsibility. All medicines should be collected by parents from reception at the end of each term.

#### **5.0 Emergency Aid**

As part of the risk assessment for each case, staff should be aware of the arrangements in the protocol for dealing with emergencies.

## **6.0 Confidentiality**

All medical information must be treated with confidentiality. Generally, all staff will need to be aware of the medical situation but this must be with the agreement of the parent.



Date & Time	Name & Class	P-Pupil S-Staff V-Visitor	Where did the accident / incident occur?	Accident / Incident and Treatment (ie, icepack, plaster, cleaned, TLC, monitored, member of staff advised, phone call etc)	Letter home / RIDDOR	Phone call made (please state to whom)	Actioned by Staff name
Date	Name			Incident:			
Time	Class			Treatment:			
Date	Name			Incident:			
Time	Class			Treatment:			
Date	Name			Incident:			
Time	Class			Treatment:			
Date	Name			Incident:			
Time	Class			Treatment:			
Date	Name			Incident:			
Time	Class			Treatment:			





I understand that the medicine must be delivered personally to the school office and accept that this is a service which the school is not obliged to undertake.

**NOTE:** Medication will not be accepted in the school unless this letter is completed and signed by the parent or legal guardian of the child and the administration of the medicines agreed by the Head Teacher. Medications must be re-newed when required as the school cannot administer out-of-date medications. The Head Teacher reserves the right to withdraw this service.

PLEASE PRINT ALL INFORMATION REQUESTED –

\*Parent / Carer Name: .....\*Tel: .....

\*Address: .....

\*Email: .....@.....

\*Signature: ..... Date: .....

Staff Use - Record of medicine administered to ..... Class & Year  
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