



The  
**Coombes**  
CE Primary School

# Administration of Medicine Policy



Date: October 2020  
Review Date: October 2021

## 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, School Nurse 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 reception and the child will be released from class.

The school does not have a dedicated fridge for medicine which is temperature controlled and therefore any medication requiring refrigeration cannot be held in school as it cannot guarantee its stability. In this instance parents would need to make arrangements as per non-prescription medication.

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.

### Monitoring and evaluation

This policy will be monitored by the Head Teacher/Senior Leadership Team and by the Governors



## Appendix B

### MEDICATION PERMISSION SLIP

I give permission for the school to administer the following medicine to my child during school hours.

NAME OF PUPIL	
CLASS	
Name of medication	
Dosage	
Time to be administered	
Expiry Date	

This medication will be kept in the school and I will ensure a replacement is issued before it expires.

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

Received by: .....