



## **Margaretting Primary School**

### **Administration of Medicines Policy 2021**

**Ratified: March 2021**

**Review Date: March 2026**

In accordance with "Supporting Pupils at School with Medical Conditions" DfE September 2014

**Introduction**, this school is an inclusive community that welcomes and supports pupils with medical conditions.

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.

### **Prescribed Medicines**

Staff at Margaretting school, are only allowed to administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. The school will only accept prescribed medicines that are in-date, labelled, provided in the original container (as dispensed by a pharmacist) and include prescriber's instructions for administration, dosage and storage.

We are unable to accept medicines that have been taken out of their original container or make changes to dosages on parental instructions.

### **Non-prescription Medicines**

We are unable to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber, including homeopathic medicines. The only exceptions to this are medicines containing children's paracetamol or children's ibuprofen (i.e. Calpol or Nurofen) used for the regulation of temperature. Parents will be required to fill in the 'Administering Medicines Form' so that staff can administer Calpol or Nurofen. Staff will call parents before every dose is given to a child.

### **Storage of Medicines**

All medicines should be delivered to the school office by the parent or carer. 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 school office or fridge and should not be kept in classrooms, with the exception of adrenaline pens.

All medicines must be clearly labelled with the name of the child; the name and dose of the medicine and the frequency of administration. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and kept in an agreed place in the school office.

### **Disposal of Medicines**

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They should collect medicines at the end of the school year and replace in the following September.

### **Trips and Outings**

Children with medical needs are given the same opportunities 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.

Arrangements for taking any medicines on trips must be made. A copy of any health care plans should be taken on visits.

### **Roles and Responsibilities**

The Governing Body must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed, implemented and reviewed.

Parents/Carers should give sufficient information to the school about their child's medical needs if treatment or special care is required, should be involved in the development and review of their child's individual health care plan, if required, and must deliver all medicines to the school office in person. Parents must complete and sign the 'Administering Medicines Form.' Parents must keep staff informed of changes to prescribed medicines, they must ensure medication is in date and replaced when required, they must collect medication on a daily basis (apart from asthma inhalers) and they must inform the school of changes to the use of asthma inhalers after checks with the asthma nurse or doctor.

### **Senior Leadership Team**

The role of the Executive Headteacher/Head of School is:

To ensure that the school's policy on the medicines is implemented and all stakeholders are made aware of the policy.

Ensure that staff receives support and appropriate training where necessary.

To share information, as appropriate, about a child's medical needs and condition and a set of procedures are in place.

To ensure cover staff are briefed of a child's medical needs and condition, as is visible in the staffroom.

Consult with other professionals as necessary e.g. the school nurse. Ensure that medicines are stored correctly.

Ensure risk assessments for school visits are completed and medication requirements are included.

## **SENCo**

The role of the SENCo is:

To monitor individual health care plans and inform all staff about the children's needs on the health care plan.

## **Staff**

The role of the staff is to:

Complete appropriate training to administer medication

Check the child's name; prescribed dose; expiry date and written instructions provided by the prescriber, on receipt of medicines.

Ensure that the parent/carer completes a consent form for the administration of medicines following the prescriber's instruction.

Provide parents with the 'Parental agreement for setting to administer medicine' form to complete.

Complete the 'Administration of Medicines' record sheet each time medication is given.

## **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. An 'Administering medicine 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.

## **Health Care Plans**

### **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. Some of the key information will be – the medical condition, its triggers, signs, symptoms and treatments - the pupil's resulting needs, including medication - specific support for the pupil's educational, social, emotional needs - level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies - who will provide this support - arrangements for written permission from parents for medication to be administered - separate arrangements or procedures identified for school trips or other school activities.

### **Confidentiality**

The Senior Leadership Team and staff should always treat medical information confidentially. The SLT should agree with the child/parent who else should have access to records and other information about a child. Staff training opportunities are identified for staff with responsibilities for administering medicines.

### **Monitoring this policy**

It should be reviewed regularly in accordance with National guidance. As policies are reviewed and amended, we check that the principles listed above are properly considered, and are embedded in practice. Governors will ensure that due regard is given to the promotion of equality within each policy.

# Parental agreement for setting to administer medicine

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

Name of child

Date of birth

Class

Medical condition or illness


## Medicine

Name/type of medicine  
*(as described on the container)*

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

Office manager

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

Date for review \_\_\_\_\_

