



Dore Primary School

Administering Medicines Policy

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Dore Primary School

Administering Medicines Policy

Summary of main points

- The school Medical Team include; Mr Smith, Miss Bradley, Mrs Breen, Mrs Wells, Mrs Dalley, Mr France, Mrs Sahota, Mrs Hardy, Mrs Henstock, Mrs Denno, Mrs Williams, Miss Stevenson, Mr Goodwin and Mr Fletcher.
- There is no legal duty that requires school staff to administer medicines and medicines should only be taken to school when essential.
- Medicines brought to school **should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.**
- Staff will give a child medicine only with their parent's written consent by completion of the relevant form. – Parent Agreement for School to Administer Medicine.
- School will keep written records of each time a medicine is given.
- Responsibility for the administration of medicines remains with parents - delegated to school for school hours only (9.00am – 3.30pm)
- Other than set out in this policy, all medicines brought to school are to be kept in the Medical room in a locked container or the Junior workroom in a locked container. For Pre-School children, these medicines are in a secure cabinet within the kitchen area of Pre-School, accompanied with a copy of their Care Plan.

Introduction

In 2005 DfES published *Managing Medicines in Schools and Early Years Settings*. This policy reflects that guidance.

Children with medical needs have the same rights of admission to a school setting as children with non-medical needs. Parents have the prime responsibility for their child's health and should provide schools with information about their child's medical needs.

There is no legal duty that requires school staff to administer medicines and medicines should only be taken to school in exceptional circumstances. Staff have a duty of care to act like any reasonably prudent parent. In exceptional circumstances the duty of care could lead to administering medicine and/or taking action in an emergency.

Schools need to know about any particular needs before a child is admitted or when a child develops a medical need. A health care plan may be necessary for such children, involving parents and relevant health professionals.

Aims and objectives

We aim, as a school, to produce a safe and secure environment where all can learn without anxiety, and measures are in place to support children with medical needs.

This policy aims to produce a consistent school response to supporting children with medical needs who require access to their medicines in school.

We aim to make all those connected with the school aware of catering for children with medical needs, and make clear each person's responsibilities with regard to the administering medicines in our school.

We aim to give children support and encouragement to take responsibility to manage and make decisions about their own medicines

Medicines in school

No child under the age of sixteen should be given medicines without their parent's written consent.

Medicines should only be sent to school where it would be detrimental to the child's health if it were not administered during the school day. For example, medicine prescribed to be taken three times a day should be taken before school, after school and before bed and will not be administered in school. In exceptional circumstances (GP/Medic has stipulated) where the dosage is given as 4 times per day then an identified member of school staff can administer a maximum of one dose.

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. **Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration.**

The school will keep written records of each time a medicine is given. (See '*Record of medicine administered to an individual child*' at the end of this policy)

Children from Y3 to Y6 inclusive may carry their own asthma inhaler and manage its use. Parents complete a document (Appendix 3) to authorise their child to do this. All other emergency medicines, such as anti-histamine liquids and adrenaline pens are stored in The Medical Room in the Main Reception area for KS1 children and in the cabinet in the Workroom in KS2. If the child is working off site, for example on an educational visit/ swimming lesson, the medicine will be removed from The Medical Room and taken by a member of staff accompanying the child on the visit. The member of staff taking the medicine will sign the medicine both out of school and then back in after the school trip has returned. This procedure will be monitored by members of the medical team.

For Pre-School children the medicines (antihistamines, epi-pens and inhalers) are all stored in the locked cabinet in Pre-School.

Other than the asthma inhalers carried and permitted to be carried by the said Y3 to Y6, non-emergency medicines are also kept in The Medical Room in a locked container/ KS Workroom. Medicines that are required to be refrigerated will be kept in an air-tight container and clearly labelled and placed in The Medical Room refrigerator.

The Headteacher/Deputy Headteachers' agreement is required for a non-prescribed medicine to be administered. Such permission is entirely at the Headteacher/Deputy Headteachers' discretion

Emergency Procedures

Staff should not take a child to hospital in their car; an ambulance should be called. There is a notice by each telephone giving the details you need to give when making this call. A member of staff should accompany a child to the hospital and stay there until a parent or carer arrives.

The role of the school staff

Staff have a duty of care to act like any reasonably prudent parent. In exceptional circumstances the duty of care could lead to administering medicine and/or taking action in an emergency.

- Will receive medicine with appropriate paperwork and record on the whiteboard in The Medical Room.
- Will give a child medicine only with their parent's **written** consent. This written consent must be obtained for each separate course of medicine using the form – Parental agreement for school to administer medicine.
- Each time such medicine is administered, two members of authorised staff together will check the child's name (if possible, having given consideration of the child to whom the medicine is being administered, by asking the child their name to cross check).
- the prescribed dose and method of administration
- the expiry date
- written instructions by the prescriber on the label or container
- Will administer medicines in accordance with the prescriber's instructions.
- Will check that any details provided by the Parents are consistent with the instructions on the container as part of the checks above.
- Should have been made aware of possible side effects and what to do if they occur by Parents in writing on the parental agreement form.
- Will not administer Calpol unless part of a prescription.
National Guidance states that pain relief medicines should not be given unless prescribed by a doctor.
- Will record all administering of medicines, including non-prescribed medicines on the appropriate form.
- Will record if a child refuses to take a medicine and contact the parent.
- Will discuss any concerns with the Parents.
- Will contact the Parents of a child who is not well enough to be in school.
- Will return any controlled drug to the parent when no longer required
- Will consider whether a risk assessment is necessary for some children (e.g. for sporting activities) and be aware of relevant medical conditions and any preventative medicine that may be needed to be taken and emergency procedures.
- Will arrange for safe disposal of any medicine not collected by Parents at the end of every term.

The role of Parents and carers

Parents and carers

- Should provide full information about their child's medical needs, including details on medicines their child needs, and specifying clearly the time span of the dosage.
- Should hand over any medicines to School Medical Team.
- Should provide details of any changes to the prescription or support required.

- Should develop a health care plan where necessary with the school and relevant health professionals.
- Will keep their child at home when s/he is acutely unwell.
- Should only send medicines to school in exceptional circumstances, where it would be detrimental to the child's health if it were not administered during the school day.
- Will complete the relevant form to give written consent for any medicine to be taken in school. Should complete the consent form each time a medication changes even within the same illness or condition.
- Will need to obtain the headteacher's agreement for any non-prescribed medicine to be administered.
- Are encouraged to ask the prescriber to prescribe in doses that can be taken out of school hours. It should be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.
- Will provide medicines in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Will label all parts of any medicinal delivery device such as inhalers & spacers.
- Will provide a bag or box to store inhalers and spacers which is clearly labelled.
- Will check if medicines are out of date.
- Will collect medicines held in school at the end of each term.
- Where a child is attending Kids' Club or another after school activity, it is the parent's responsibility to arrange for collection of medicines at 3.15pm if the medicine is required at home at night.
- Are responsible for arranging the safe disposal of the medicine when no longer required.
- Have a responsibility to support the school's administering of medicines policy.

Dore Primary School

Reviewed January 2023

DORE PRIMARY SCHOOL



Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form.

Note: Medicines must be in the original container as dispensed by the pharmacy. A new form is required for every change of medication.

Name of child	
Date of birth	/ /
Class	
Medical condition or illness	
Medicine	
Name/type of medicine (as described on the container)	
Date dispensed if shown	/ /
Expiry date	/ /
How much to give and how	
When to be given	
Any special precautions	
Are there any side effects that the school/setting needs to know about?	
Procedures to take in an emergency	
Parent / Carer Contact Details	
Name	
Daytime telephone no.	
Relationship to child	
Address	

- I accept that this is a service that the school is not obliged to undertake.
- I understand that I must notify the school of any changes in writing.
- I accept that all medicines, other than emergency medication, needs to be collected at the end of each term or they will be disposed of by the school.

Date _____ Signature _____



DORE PRIMARY SCHOOL

Record of medicine administered to an individual child

Name of child

Class

Dose and frequency of medicine

Date medicine provided by parent

Quantity to be given

Name and strength of medicine

Expiry date

Quantity returned

/ /
/ /

Staff signature _____

Signature of parent _____

Date

Time given

Dose given

Name of member of staff

Staff initials (2 members)

/ /	/ /	/ /

Date

Time given

Dose given

Name of member of staff

Staff initials (2 members)

/ /	/ /	/ /

Date

Time given

Dose given

Name of member of staff

Staff initials (2 members)

/ /	/ /	/ /

Continued overleaf

Record of medicine administered to an individual child (Continued)

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials (2 members)			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials (2 members)			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials (2 members)			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials (2 members)			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials (2 members)			

Request for child to carry his/her own medicine

This form must be completed by parents/guardian

If staff have any concerns discuss this request with healthcare professionals



Name of school/setting	<input type="text"/>
Child's name	<input type="text"/>
Group/class/form	<input type="text"/>
Address	<input type="text"/>
Name of medicine	<input type="text"/>
Procedures to be taken in an emergency	<input type="text"/>
Contact Information	
Name	<input type="text"/>
Daytime phone no.	<input type="text"/>
Relationship to child	<input type="text"/>

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed _____

Date _____

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