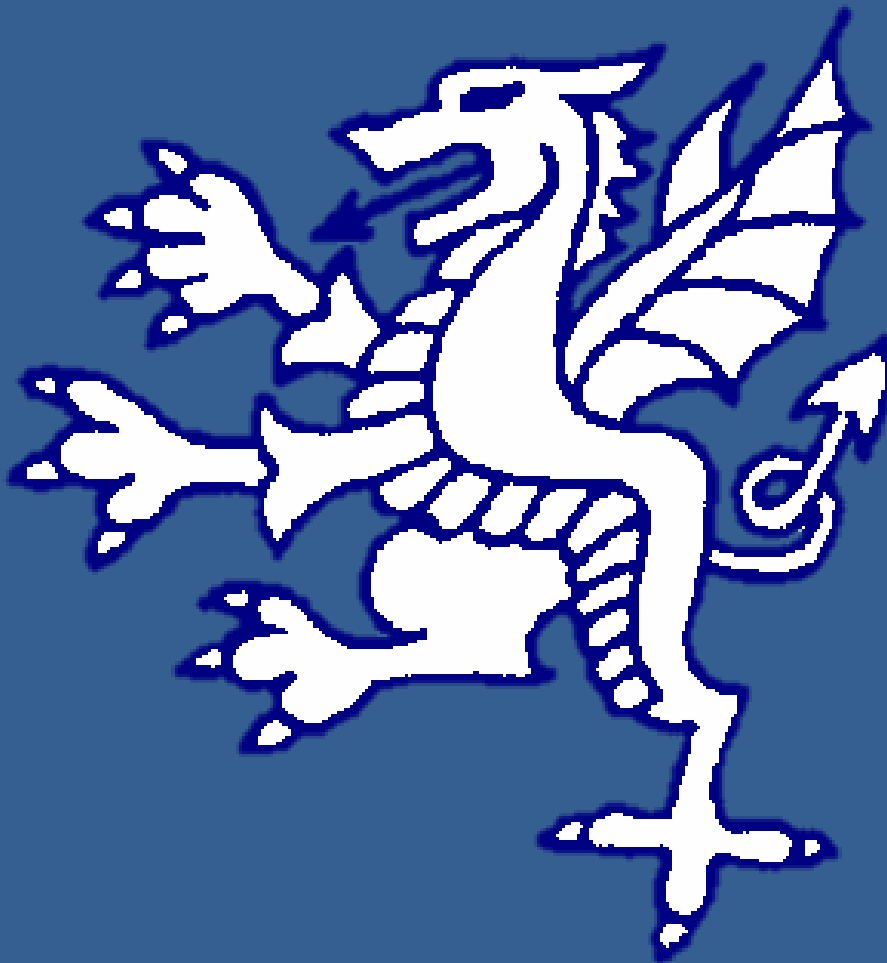


HORNINGSHAM PRIMARY SCHOOL

Administering Medication

'Together we learn'



OUR MISSION STATEMENT

We are a successful, community school with a strong family feel. We nurture and inspire everyone in our community to be the best they can. With strong traditional values and high expectations, we ignite a passion for life-long learning and enable our children to be confident, aspirational and creative learners.

Administering Medication Policy

This document provides a guide for both parents/carers and staff about administering medication at Horningsham Primary School.

Policy agreed by governors:	April 2024
Policy published:	April 2024
Next review:	April 2026

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may require medicines on a long-term basis, such as children with severe allergies.

Aims of this policy

- To explain our procedures for managing prescribed medicines which may need to be taken during the school day.
- To explain our procedures for managing prescribed medicines on school trips.
- To outline the roles and responsibilities of school staff.

THERE IS NO LEGAL DUTY THAT REQUIRES ANY MEMBER OF SCHOOL STAFF TO ADMINISTER MEDICINES.

Prescribed Medicines

Medicines should only be brought into school when essential; where it would be detrimental to a child's health if it were not administered during the school day.

The school will only accept:

- medicines prescribed by a medical practitioner (doctor, dentist, nurse prescriber or pharmacist prescriber)
- Medicines in the original container as dispensed by a pharmacist with the prescription label, including the child's name and the prescriber's instructions for administration.
- Medicines that need to be taken in excess of three times a day (otherwise they can be taken in the morning, after school and at bedtime so do not need to be administered in school).

Medicines that need to be taken four times a day can be administered once during the school day and must be spaced as evenly as possible over a 24 hour period.

Medication such as paracetamol or aspirin cannot be administered by staff unless prescribed.

Children with Asthma

Children who have inhalers should have them available where necessary. Inhalers are kept in a safe, accessible place, usually within the classroom. Children in Key Stage two will be expected to take responsibility for their own inhaler. If necessary they should be taken to all physical activities. Inhalers must be labelled with the child's name and guidelines of administration. It is the responsibility of the parent/carer to regularly check the condition of inhalers and ensure that they are in working order and have not run out. No other inhaler other than the blue ventolin inhaler is to be administered in school.

Allergies

Children who have severe allergies and need epipen medication, such as a nut allergy, will have their medication close to hand at all times. The epipen will be the responsibility of the teacher/teaching assistant within their classroom. Designated staff will take the medication into the playground at break times and lunchtimes. All staff will be made aware of the identity of children who suffer from anaphylaxis.

Non-prescribed medicines

We are unable to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Parents/carers are welcome to come into school to administer these medicines to their child.

Storage of prescribed medicines

All medicines should be delivered to a member of staff by the parent/carer. Under no circumstances should medicines be left in a child's possession.

The parent/carer must fill in an administering medicines form giving staff written permission to give the correct dose.

All medicines must be stored according to dispenser's instructions (paying particular attention to temperature) with the name of the child clearly marked. If medicines such as antibiotics need to be refrigerated then they will be kept in the staff room fridge.

All emergency medicines, such as inhalers or epipens, must be readily available to children and staff and kept in an agreed place in the classroom.

Children may carry their own inhalers where appropriate.

Disposal of medicines

Staff should not dispose of medicines.

Parents are responsible for making sure that date-expired medicines are returned to the pharmacy for safe disposal.

Parents should collect medicines at the end of the agreed administration time period. Trips and outings Children with medical needs are given the same opportunities as other children at Horningsham Primary School. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits.

- Risk assessments may be carried out before a trip.
- One member of staff will be nominated to have responsibility for the administration of medication.

Trips and Residentials

There is no guarantee that when on a school trip or at a sports event that we will be able to maintain the correct temperature for required medications. Parents may be required, if appropriate, to accompany the school trip in order to administer medication for their child.

In advance of a school residential we request all medication details in advance. There may be a need/request for school staff to administer medicines beyond what we would ordinarily allow to be administered within the school day. When necessary, we will meet with parents to discuss these needs.

Roles and responsibilities

Parent/carers

- Should give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to a member of staff.
- Must complete and sign the parental agreement form.
- Must keep staff informed of changes to prescribed medicines.
- Keep medicines in date – particularly emergency medication such as epipens.

Headteacher

- To ensure that the school's policy on administering medication is implemented.
- To check if members of staff in school are willing to volunteer to administer medicines to specific pupils as required.
- To ensure staff receive support and appropriate training as necessary.
- To share information, as appropriate, about a child's medical needs.
- To ensure that parents are aware of the school's Administering Medication Policy.
- To ensure that medicines on site are stored correctly.

School Admin Staff

- To check that details are accurate and clear on prescription labels.
- To ensure that the parent/carer completes a consent form for the administration of medicines.

School Staff Administering Medication

- To ensure that medication is stored correctly.
- To check instructions e.g. dosage prior to administering any medication.
- To complete the 'administration of medicines' record sheet each time medicine is given.
- To ensure that medicines are returned to parent/carer at the end of the school day.
- To ensure that empty medicine containers are returned to parent/carer for disposal.

If a child refuses to take medicines staff will not force them to do so, but will note this in the records and inform parents as soon as is reasonably possible.

Record keeping

Medicine should be provided in the original container. Staff should check that written details include;

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time and frequency of administration
- Any side effects
- Expiry date
- A parental agreement form should be completed and signed by parent/carer before medicines can be administered.

Long-term medical needs

It is important that school has adequate information about long-term medical conditions. A health care plan may be drawn up, involving parents and other health care professionals.

Confidentiality

The head and staff should always treat medical information confidentially. The head should agree with the parent/carer who else should have access to records and other information about a child.

Staff training

Staff with responsibility for administering medicines will have appropriate training to be able to carry out the role responsibly. All staff complete AllergyWise training and the relevant staff are trained by the school nurse to administer epipens.



Medicine Consent Form

For children who require prescribed medicines during their time at school

Note:

- If children are ill (as in a virus or infection) they should be at home, not at school.
- This form is intended for children who may have a medical condition **requiring them to have medicine at a prescribed time which falls in the school day** or **4 doses of a medicine per day**, necessitating one of those doses to be taken during the school day.
- **School cannot administer any non-prescribed medicines containing analgesics** (including painkillers, creams and cough mixtures, e.g. Calpol) even if a parent gives their consent.

TO BE COMPLETED BY PARENT/CARER

Name of Adult making this request: _____ Date: _____

Full Name of Child: _____ Date of Birth: _____

Medicine 1: _____ Dose _____

I confirm that the medicine is in its original packaging with the prescription label

Schedule:

Time:			Days to Administer: Please tick	
Notes: e.g. before food			MON	TUE
All Doses Administered:	Y / N School complete upon filing		WED	THU
			FRI	

Medicine 2: _____ Dose _____

I confirm that the medicine is in its original packaging with the prescription label

Schedule:

Time:			Days to Administer: Please tick	
Notes: e.g. before food			MON	TUE
All Doses Administered:	Y / N School complete upon filing		WED	THU
			FRI	

I confirm that I will come into school and administer the medicine/s myself according to the schedule above.

or

I give permission to school staff to administer the medicine/s according to the schedule above.

- I understand:
- School are not bound by law to administer the medicine but that staff endeavour to carry out the duty of administering medication with reasonable care following County guidelines
 - School cannot accept full responsibility and liability if a dose is not given, as any agreements made with families are done so in good faith.
 - It is my duty to collect the medicine from a member of staff at the end of the day.

Daily Medication Record

Term		Week	
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Day	Child	Time	Medication	Administered	
				Tick	Sign
Mon					
Tues					
Wed					
Thur					
Fri					