



**SOUTHWICK C E PRIMARY SCHOOL  
POLICY ON THE ADMINISTRATION OF MEDICINES**

**Rationale**

Teachers and support staff in charge of pupils have a common law duty to act as any reasonably prudent parent would to make sure that pupils are healthy and safe on school premises and this might, in exceptional circumstances, extend to administering medicines or taking action in an emergency. This general duty also extends to staff leading activities taking place off the school site.

**Aims**

To ensure that all pupils who have special medical needs are supported in school.

To ensure that pupils do not have access to medicines that are not their own.

To ensure that medicines are administered safely.

**Guidelines**

1. Medicines should only be administered in school when it would be detrimental to a child's health or attendance not to do so.
2. Where possible children on a prescribed course of medication should take the medication outside normal school hours. In most cases the appropriate dosage of medicine when prescribed to be taken 'three times a day' can be given 'before school, after school and at night'.
3. Where pupils are recovering from a short term illness which requires medication any request for school staff to administer medicine by a parent/carer must be in writing and include evidence that the child needs to take medicine during school hours. The medicine, together with the signed and completed consent form, (form 1 attached) should be handed in personally by the parent or carer to a member of staff. In no circumstances should staff administer prescribed medication on their own initiative or without written consent of parents/carers.
4. A written record will be kept of the administration of all prescribed medication to pupils. (form 2 attached). Preferably medication should be self administered under the supervision of a member of staff.
5. Medicines must be stored in the pharmacist's original container and be clearly labelled with the contents, child's name, administration and dosage. Medicines will be kept in a locked cupboard in the school office away from child access. Letters requesting medication must be handed to the class teacher at the beginning of the day. However, in the case of inhalers and other medicines needed in an emergency, arrangements can be made with the class teacher. Any side effects relating to the medication should also be noted.
6. Expiry dates of medicines kept in school will be recorded in the school office. Any medication that has passed its expiry date should be collected from school by the parent / carer within 5 days of the expiry date. Unfinished medicines should be returned to the parents / carers by a member of staff.
7. When activities require children receiving medication to be away from school premises, appropriate steps will be taken to enable medicines to be received. This may include written support for the child's attendance and participation from the child's doctor or the school nurse. Inhalers will be carried by the group leader.

8. It is entirely the decision of an individual member of staff, subject to the duty outlined in the rationale, as to whether he / she is prepared to administer medication to pupils. No sanction will be taken against any member of staff who declines to undertake this task.
9. Medicines containing analgesics (including mild pain killers such as aspirin, paracetamol in tablet form or in cough mixtures) should not be given by school staff, even with the consent of parents / carers, unless prescribed by a doctor. Parents may come into school to administer doses as required. It should never be administered without checking maximum doses and when the previous dose was taken.
10. Medicines and devices such as asthma inhalers and adrenaline pens should be readily available to children and not locked away.
11. In the case of pupils with unusual or special specific medical needs a carefully designed individual health care plan will be formulated in connection with the relevant Health Service and / or the school nurse. No health care plan is needed for the administration of prescribed drugs. Staff willing to act in emergencies or administer treatment in connection with such cases must have received training from qualified medical personnel. For the protection of both staff and pupils, a second member of staff should be present if more intimate procedures have to be followed and appropriate personal protection should be worn. Staff should protect the dignity of the child as much as possible, even in emergencies. All staff should be made aware of the pupil's condition and where to locate the trained staff in an emergency.
12. Subject to the consent of parents/carers, staff will be made aware of the medical needs of children and, where appropriate, the names of staff trained to meet their individual needs. Staff will be reminded of the need to respect the confidentiality of medical information.

This policy must be read in conjunction with the following policies:

- Health and Safety Policy
- Child Protection
- Child Protection record keeping
- Children with Medical Needs
- Code of Conduct for Safe Practice for Staff and Volunteers
- Confidentiality
- First Aid
- Safeguarding
- Volunteer Adults in School
- Whistleblowing

as well as our Written Procedures

## Administration of Medicines Guidelines

### All medication must be recorded.

Most of this information will be covered on the administration of medicines form.(These forms are in the red file in the office)

- On going medication will need to be recorded on a sheet that is kept with the medication in a plastic container/wallet in the locked medicines cabinet in the office
- Ensure that it is known who will be responsible for the administration of medicines if the normal person is away (this is essential for ongoing medication)

### Before administering the medication

- You must have **written** agreement from the parent.
- It should be clear if the medication is ongoing or to be taken until a particular date.
- You need to be given the medicine by the parent and **record that it has been received.**
- You must only accept medicines in the original labelled container.
- The medicine should be kept in the locked cupboard in the office and **not** in the classroom (only asthma inhalers and epi-pens are exempt).
- Note if the medicine is to be kept in the fridge. This should be the small fridge in the office.
- Check that the dose stipulated by the parent matches that stipulated on the label.
- The child should be told who is administering the medicine and where it is kept.
- Any side effects should be noted. Where possible the information leaflet supplied with the medicine should be clipped to the administration form.
- Any child that has non-prescriptive throat sweets should not be allowed to have one at playtime unless they are seated outside the staff room.

This should be read in conjunction with the schools administration of medicines policy.

**All filled forms should be placed in the medicines file in the office.**

**ADMINISTRATION OF MEDICINES / TREATMENT****FORM OF CONSENT (Form 1) - STRICTLY CONFIDENTIAL**

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ M/F: \_\_\_\_\_

Home Tel No: \_\_\_\_\_ Work Tel No: \_\_\_\_\_

GP's Practice: \_\_\_\_\_ GP's Tel No: \_\_\_\_\_

Condition/Illness: \_\_\_\_\_

I hereby request that members of staff administer the following medicines prescribed for my child by his/her GP/Specialist as directed below. I understand that I must deliver the medicine personally to the school and accept that this is a service which the school is not obliged to undertake.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name of Medicine	Dose	Frequency/Times	Date of Completion of Course (if known)
Expiry Date of Medication:			
Special Instructions/Precautions/Side Effects:			
Allergies:			
Other prescribed medicines child takes at home:			

