

Administration of Medication

Date Policy Adopted: March 16

| | Date of Next Review by |
|-----------------|--|
| Headteacher/SLT | March 17 |
| Approval | Premises, Safeguarding and Health & Safety Committee |

POLICY FOR THE ADMINISTRATION OF MEDICINES

March 2016

Policy statement

While it is not our policy to care for sick children, who should be at home until they are well enough to be in school, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting.

These procedures are written in line with current guidance in *Managing Medicines in Schools and Early Years Settings*; The manager is responsible for ensuring all staff understand and follow these procedures.

The person administering medicine must ensure that parental consent forms have been completed. Medicines must be stored correctly and records kept according to procedures. The head teacher is responsible for the overseeing of administering medication.

Procedures

- Children taking prescribed medication must be well enough to attend the setting
- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the correct condition (medicines containing aspirin will only be given if prescribed by a doctor)
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. (Appendix 1) The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
 - ✓ Full name of child and date of birth
 - ✓ Name of medication and strength
 - ✓ Who prescribed it
 - ✓ Dosage to be given in the setting
 - ✓ Any possible side effects that may be expected should be noted
 - ✓ Signature, printed name of parent and date

A copy of the form is attached to this document.

- The administration is recorded accurately each time it is given and is signed by two staff members. The medication record books records:
 - ✓ Name of child

- ✓ Name and strength of medication
- ✓ Date and time of dose
- ✓ Dose given and method
- ✓ Signed by person administering medicine
- ✓ Signed by person witnessing administration

Storage of medicines

- All medication is stored safely in a locked cupboard or refrigerated as required. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The parent is responsible for collecting medicine at the end of the day.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- No child may self-administer with the exception of children with asthma. See separate asthma policy. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Children who have long term medical conditions and who may require ongoing medication

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the head teacher. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around the school, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.
- The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- A health care plan for the child is drawn up with the parent, outlining the key person's role and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

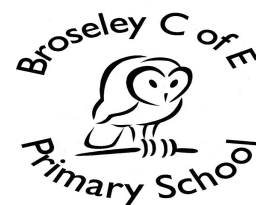
Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, with the same details as above.
- On returning to school the card is stapled to the medicine record book and the parent signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name, name of the medication. Inside the box is a copy of the consent form signed by the parent.
- As a precaution, children should not eat when travelling in vehicles.
- This procedure is read alongside the outings procedure.

Trained Staff

There are two members of staff who have completed the Safer Handling of Medication Course on the 6th July 2015 these are:

| | |
|----------------|-------------------------|
| Nikki Venables | School Business Manager |
| Bev Evans | Teaching Assistant |



Appendix 1 : Parental Agreement for School to Administer Medicine

This can be photocopied and used with the school logo

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

| | |
|---|--|
| Name of child | |
| Date of birth | |
| Group/class/form | |
| Medical condition or illness | |
| Name and phone no. of GP | |
| Name/type of medicine (as described on the container) | |
| Dosage and method | |
| Are there any side effects that the school needs to know about? | |
| Procedures to take in an emergency | |
| 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 to my child's medication in writing.

Date _____

Signature(s)

Please note: It is your responsibility to ensure that the school is kept informed about changes to your child's medicines, including how much they take and when. It is also your responsibility to provide the school with medication that is clearly labelled and in date.