



# The Mill Primary Academy

## Administering Medication Policy

Updated: February 2020  
To Be Reviewed: February 2021

**Approved by:**

A handwritten signature in black ink, appearing to read "S Gosden", written in a cursive style.

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Mrs Sophie Gosden

## Head Teacher

### **Policy Statement**

The Mill Primary Academy will ensure compliance with the relevant legislation and guidance set out in the dfe guidance '*Supporting pupils at school with medical conditions*' to support children with medical requirements, including managing medicines. Responsibility for all administration of medicines at The Mill Primary Academy is held by Miss Lisa Bettinson who is the responsible designated person and First Aid Lead. Day to day decisions will be taken by the First Aid Team and designated staff.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the *supporting pupils at school with medical conditions guidance*. All staff have a duty of care to follow and co-operate with the requirements of this policy.

### **Aims & Objectives**

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
  - prescribed medicines
  - non-prescribed medicines
  - maintenance of drugs
  - emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines.
- Ensuring that there are suitable sufficient facilities available to aid the safe management and administration of medicines.
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines.

The administration of medicines is the overall responsibility of the parents. Miss Lisa Bettinson is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

### **Routine Administration**

Prescribed medicines

- It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents.

## **ANTIBIOTICS:**

- The school will administer prescribed antibiotic medicine to children on the parents' behalf if the antibiotic is prescribed to be taken 4 times a day or more. Any lower dosages will need to be administered at home.

## Non-prescribed medicines

- It is our general policy not to take responsibility for the administration of non-prescribed medicines, as the responsibility rests with the parents. Parents may come into school to administer non prescribed medicine to their child if they are unwell.
- On occasions when children require paracetamol it is our policy to administer, providing that written consent from the parents has been received in advance. The school will not administer paracetamol before 1pm and for no longer than any 3 day period. The parent will need to give the school office age appropriate paracetamol on the specified day. The bottle must be clearly labelled with the child's name, the administering medication form completed and signed by the parent and the medicine logged in our drug record. Paracetamol must be collected at the end of each school day by the parent. Children must not be sent into school with medicine.
- Parents should seek GP advice before giving paracetamol if their child suffers with or is being treated for the following conditions:
  - Epilepsy
  - Tuberculosis
  - Blood thinning medication

\_\_\_\_\_ It is the parents responsibility to notify the school of their child's medical condition.

- Children under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor.
- Responsibility for decision making about the administration of all non-prescribed medicines will always be at the discretion of the responsible manager who may decide to administer under certain miscellaneous or exceptional circumstances.

Whilst every endeavour is made by the school to ensure your child receives their medication. The school will not be held liable if the medication has not been administered to your child.

## **Maintenance of drugs**

It is our policy to manage the administration of maintenance drugs (g. Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions a health care plan will be written for the child concerned.

## **Non-Routine Administration**

### Emergency Medicine

- It is our policy ( where appropriate) to manage the administration of emergency medicines such as (for example):
  - Injectors of adrenaline for acute allergic reactions

- Inhalers for respiratory conditions
- Epilepsy drugs

In all cases, professional training and guidance from a competent source will be received before commitment to such administration.

### **Emergency Medication for Children with implemented Healthcare Plans**

The school will keep an inhaler and autoinjector pen for emergency use. This medication would only be available for children with existing health care plans to use in an emergency situation when they do not have medication in school. The school must receive written consent from parents before this medication can be administered.

### **Administrative Procedure**

Parents are required to complete a combined GDPR & Medical form upon registering their child at school. If during the course of their education, a child's medical needs change, it is the parent's responsibility to inform the office and complete the necessary form and provide any medication as advised by their GP.

Children with serious medical conditions, e.g. asthma, diabetes, epilepsy, severe nut allergy etc, are recorded in the medical health care register, held centrally in the main office. A list of pupils with medical needs on the register can be found in the main school office. The information is confidential and accessible to relevant staff only.

When children are off site on an educational visit their medication must accompany them. It is the responsibility of the staff organising the trip to ensure this.

Children may be given medication in school, provided that the parents have completed and signed the Administering Medication form for the school to administer medicine. Upon completion of the relevant form, the medication will be logged and kept in the lockable first aid cabinet or refrigerator in the medical room as appropriate, and will be given to the child by a member of the admin team. The child will be required to go to the office in order for their medication to be administered. All medication administered in school is logged in the 'Medicine Administered to Pupils Whilst in School' file which is kept in the medical room at all times.

- All medication must be brought to the school office where it will be logged by a member of the office staff, the parent will need to sign this log.
- Written permission must be sought from the parent before any medicine can be given. ( The Administering Medication form must be completed by the parent).
- Permission must include: child's name, named medication, circumstance when it is to be given, storage instructions, whether it can be self-administered, dosage.
- Medication can only be administered to the named child.
- The child will have easy access to the medication (all medication is kept in the school medical, apart from inhalers which are kept in the child's classroom).
- All medicine must be kept in the original container.
- All medicine must display the pharmacist prescription label with the child's name, dose, frequency of administration, cautionary advice and expiry date.
- Parents are responsible for ensuring that their child has the correct medication at school which is replaced when necessary.

- Parents are responsible to provide the school with medication that is in date and to replenish medication that has expired. Staff will check the expiry date of medication kept in school and inform parents of any action necessary.
- No staff member is legally required to administer medication but the cooperation of support staff is sought in this regard in order that pupils with medical needs are able to access their educational entitlement.
- Emergency procedures will be followed as outlined on a child's care plan or the usual emergency procedures followed in the event of a serious accident/injury or child's medical need (e.g. epileptic fit, administering of an epi- pen after an allergic reaction).
- Should a child refuse medication then the matter will be brought to the attention of the parent the same day in order that appropriate action can be advised/taken.
- It is expected that each child is registered with a GP.
- The school will liaise with health professionals, e.g. school nurse, Health Protection Agency to assist the head teacher with decisions regarding prevention of the spread of infection, staff training, updated medical guidance or action.

### **Contacting Emergency Services**

When a medical condition causes the child to become ill and / or requires emergency administration of medicines, then an ambulance will be called at the earliest opportunity.

### **Medical Accommodation**

The first aid room will be used for medicine administration/ treatment purposes. The room will be made available when required.

### **Training**

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

### **Storage**

The storage of medicines is the overall responsibility of the head teacher who will ensure that arrangements are in place to store medicines safely.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

### **Disposal**

It is not the responsibility of The Mill Primary Academy to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have expired are returned to the pharmacy for safe disposal.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

**Feb 2019**

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