



St.Cuthbert's
Roman Catholic Academy Trust

St Vincent's VC Academy



Administering Medicines Policy

January 2018

Introduction

It should be noted that there is no legal duty that requires school staff to administer medicines. However, we recognise that some children may be disadvantaged if medicines were not administered, and also that some children, who are a little unwell and would not pose a risk to other children, would benefit from being in school. Therefore we are willing to undertake this task to enable regular attendance, under the following conditions.

The administration of medicines will be for pupils who are:

- Suffering from chronic illness or allergy, or
- Recovering from a short-term illness and are undergoing or completing a course of treatment using prescribed medicines, or
- In need of non-prescription medicine for certain known conditions (not because the child has a bit of headache).

Prescription Medicines

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicines were not administered during the school 'day'. We will only accept prescription medicines that have been prescribed by a doctor, dentist, or qualified non-medical prescriber (nurse, pharmacist, podiatrist, optometrist and physiotherapist). Medicines should always be provided in the original container, clearly marked with the child's name, as dispensed by a pharmacist and include the prescriber's instructions for administration. They should also be accompanied by a fully completed parental consent form.

Aspirin or ibuprofen will NOT be administered unless prescribed by a doctor. Parents are welcome to come in and give their child medicine if they wish.

Non-Prescription Medicines

Non-prescription medicines are those which can readily be bought “over the counter”, such as Calpol, and should not be sent into school unless the child has a recognised condition, such as toothache or earache.

All non-prescription medicines must be accompanied by a parental consent form. Non-prescription medicines will only be allowed into school in their original containers which clearly state what they are and maximum dose and dose frequency. Staff will never give non-prescribed medicine to a child unless there is specific written permission from the parent’s on the appropriate form, and it is the medicine supplied by the parent.

Staff will only give a pupil medicine intended for that pupil (i.e. **NOT** medicines belonging to the staff member or belonging to another pupil) and we will not keep stocks of non-prescription medicines to give to pupils.

NB A child under 16 will never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions. Any changes to dosages must be authorised by a medical practitioner or responsible prescriber.

Procedure for Administration of Medicines in Schools

Written Instructions

All medicines that are to be administered in school must be accompanied by written instructions from the parent and/or the GP and must be admitted into the school office with a parental consent form.

Each time there is a variation in the pattern of dosage, a new form should be completed and it should be accompanied by written confirmation from a medical practitioner to confirm the variation, unless it is a completely new prescription at the end of an existing prescription.

Any member of staff giving medicines to a child will check:

- the child's name
- prescribed dose
- expiry date
- written instructions provided by the prescriber on the label or container

If in doubt about any procedure, staff will not administer the medicines and will check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue will be discussed with the parent.

We shall keep written records each time medicine is given. Good records help demonstrate that staff have exercised a duty of care.

Parental Responsibilities

Children must not keep medicines anywhere in school. They must be taken by a responsible adult to the school office at the start of the school day. The parental consent form must be fully completed. The only exception to this would be in the case of asthma inhalers, provided that the child is capable of looking after the inhaler.

Staff Responsibilities.

All medicines will be kept appropriately and administered by a member of support staff. Medicines required to be taken when a child is on a school trip will be administered by a member of accompanying staff in accordance with the written instructions given by a parent on the appropriate form. Medicines needing refrigeration will be kept in the refrigerator in the medical room, clearly labelled.

When a child is given medicine he/she will first be asked their name and this name checked against the name on the medicine – even if the

member of staff knows that child well. The appropriate form, signed by the parent, will be checked for the time the medicine is required and the dosage and also to check to ensure that another member of staff has not already administered the dose.

Record Keeping

Parental consent forms are kept in the medical filing cabinet. Forms kept in the green file are active (medication being given), forms kept in the red file have expired (medication has finished).

All medicines, when administered, must be recorded in a medication log book kept in the medical room. Information to be logged includes:

- Date medication given
- Name of child
- Year group of child
- Name of medicine
- Dosage
- Time administered
- Staff signature

There is a whiteboard on the medical room wall which is used to write the child's name, medicine and dosage.

Storage

The Head of School is responsible for making sure that medicines are stored safely. Medicines will be kept appropriately in school, accessible only to staff.

Emergency Medicines

These are medicines which need to be readily available in an "emergency situation" and include medicines such as asthma inhalers and epi-pens. These are always readily available to pupils as and when they need them. Some pupils have the capacity to keep and administer their own

medication of this type and where this is the case then that is an acceptable situation. Where pupils are deemed not to have this capacity then the medicines will be securely stored in such a way that they are readily accessible. We also have a system to ensure these emergency medications are readily available at all times when the pupils may not be in the classroom (e.g. out of classroom activities).

Emergency Procedures

An ambulance will be called in all emergency situations. A child will not be taken to hospital in a staff car except in very exceptional circumstances. In the parent's absence, a member of staff will accompany the child to hospital and stay with the child until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parent's are not available.

Disposal of Medicines

Medicines will be returned to the parents who must sign a form accepting them back. It is the responsibility of the parents to ensure that date-expired medicines are returned to a pharmacy for safe disposal. All medicines will be returned to the parent at the end of each term. Only in exceptional circumstances, unused medicines may be disposed of by a member of staff appropriately.

In order to provide a full audit trail of medicines, a record is required to identify the removal of a child's medicines. This record should detail the following:

- Date of disposal/return to the parent
- Name and strength of medicine
- Quantity disposing
- Pupil for whom medication was prescribed or purchased

This record is also necessary when medication is transferred

Residential Visits

Where children are staying away from home on a residential visit organised by school, parents will be asked to sign a form giving permission

for mild medication such as paracetamol, antiseptic cream or lip salve, to be administered if necessary. Other medicines, including asthma inhalers, will require a separate form.