

# ADMINISTRATION OF MEDICINE POLICY



*This policy includes all pupils, including those in the **Early Years Foundation Stage**. Reference should also be made to the First Aid Policy.*

Many pupils will need to take prescribed medication at school at some time in their school careers. For most, this will be for a short period to allow them to finish a course of antibiotics or apply a lotion, for example. In some cases, there may be a long-term need for pupils to take prescribed medication. To allow pupils to take prescribed medication at school minimises the disruption that could be caused by illness and allows their education to proceed at a steady rate alongside their peers.

The school is committed to ensuring that all medication is stored securely, administered safely and that appropriate records of its administration are kept.

The School will only administer medication in accordance with the express consent of a parent or guardian expressed on the form 'Letter of Authority - Medication' (prescription and non-prescription items) and which the Headmistress has agreed may be administered. Parents will be advised of any restrictions the school may impose on the administering of medicines.

The only medications to be administered are:

- those prescribed by a Medical Practitioner;
- non-prescription items identified in a medical consent form signed by the parent only where other arrangements are not reasonably practicable;
- in no circumstances will medicines containing aspirin be administered unless prescribed by a medical practitioner.
- No member of staff is permitted to administer 'over the counter' medication. Parents sign a Loco Parentis Form which gives consent for the School matron to give paracetamol, cough syrup, throat lozenges or Piriton. No member of staff may compel a pupil to take medication.

## **Administering medicines:**

In school Medication will only be administered to a child if accompanied by a signed consent form and properly labelled bottle/box i.e. name, dosage and frequency. This information will then be entered into their medical record.

School Trips Medicines will only be administered by a member of the teaching staff if the medication is labelled and accompanied by a consent form. A member of the staff with Paediatric First Aid training will always accompany Early Years' trips and visits.

Sports Fixtures For away matches the School Matron will check the team list and highlight those children that require medication for emergency treatment e.g. Epi-pens, asthma inhalers. On departure the teacher responsible for the team will be given a red bag containing any relevant medications. The School Matron will notify the opposing school's nurse when a child requiring an Epi-pen is attending their school. Parents will be responsible for providing medications for weekend fixtures, a reminder for which will be on the team sheet.

Asthma Children will be encouraged to carry their own named inhalers to use as needed and the School Matron will keep their back up inhaler in the Medical Room. Pre-Prep pupils have their named inhalers in their respective classrooms.

Epi-pens These will be kept in the child's classroom clearly labelled and will be taken on school trips. They are visible in the classroom but out of reach of children.

Diabetes Emergency packs will be kept in the main office clearly labelled and will be taken on school trips.

A list detailing pupils with the above conditions is posted in the staff room and updated regularly by the School Matron. A spreadsheet with all up to date medical information and allergies for pupils is also kept in the "Teachers' area" of the computer system under a folder called "Medical information for Pupils". Parents are asked to update the details relating to their son or daughter's condition at the start of each academic year and to inform the school as soon as any change occurs.

Medicines will normally be administered by the School Matron but may be administered in her absence by a member of staff who, where administration requires technical / medical knowledge, has received suitable training.

Whilst the School Matron is on site, she would normally carry the key for the medical room and for the medication cabinet. In her absence, the key will be stored in reception in the Matron Postal tray.

A record will be kept of all medicines administered including the name of the child, date, time and dosage given.

The School will involve the pupil's parents or guardian, and general practitioner if appropriate, in making arrangements for administering medication and will also discuss any emergency action that may be required, together with staff training needs. All parties will sign a record of the action agreed.

All medicines will be securely stored at an appropriate temperature within the Medical Room.

Pupils should not carry any form of medication apart from a named Inhaler or Epi-Pen. Anything else must be handed to the School Matron.

### **Administering medicines to Early Years Foundation Stage:**

Medication will only be administered to a child if accompanied by a signed consent form **for each and every dose of the medicine administered** unless the medicine remains in school then only at the start and finish.

**The administering of medicine by staff, other than the School Matron, should be witnessed by an additional member of staff.**

### **Administering medicines to Staff:**

The Headmistress has given permission for the School Matron to make available emergency non-prescription medicines such as paracetamol and anti-histamine for any members of staff requiring them. A Record Book is provided in the Medical Room for signature by staff.

### **“Over the counter” Medication (e.g. paracetamol, Piriton)**

Parents have the opportunity to sign a Loco Parentis Form when their child first starts school which gives consent for the School Matron to give paracetamol, cough syrup, throat lozenges or Piriton. In the event that a child requires any of these medications, there is a medication administration record stored in the locked medication cupboard on the right. It is the responsibility of any member of staff who issues medication to a pupil to record the following:

- (a) Pupil's name
- (b) Date of birth
- (c) Date and time of administration
- (d) Type of medication
- (e) Dose given
- (f) Signature at the end of the row where the information has been submitted

### **Prescribed Medication for Short-term Illness (e.g. coughs and colds)**

The pupil's own doctor is the best person to advise whether or not her or she is well enough to attend school. If the doctor has advised that the pupil is well enough and has prescribed short-term medication (e.g. antibiotics), the following procedure should be followed.

(a) all medication should be in the smallest practicable amount, and include a suitable spoon/syringe or measuring cup for administering liquid medicines, and should be clearly labelled with the following information:

- (i) the pupil's full name;
- (ii) the nature of the medication;
- (iii) the dosage and the time when each dose is due.

(b) on each day if a Reception pupil requires medication, his or her parent should take it to the School Office or directly to the School Matron and complete a Medication Permission Slip (Appendix One). For older children, a Letter of Authority Medication Form is signed once and is only re-signed if a requirement changes when a new form would be completed. Unless this is done, the school will not permit any of its staff to administer the medication. This is needed in the event that the medication goes home overnight. In the case of long-term medication such as inhalers or EpiPens, the School Matron reviews these annually (termly for Reception children) and forms and signatures are obtained.

However for children in Reception, ;

(c) the medication will be stored securely in the Medication Cupboard or Medication Fridge as appropriate in the Medical Room;

(d) the medication will be administered at the appropriate time and in the appropriate dosage usually by the School Matron, if not by a designated member of staff who has received Basic Paediatric First Aid training or, for children in the Early Years, full Paediatric First Aid training;

(e) the designated member of staff/School Matron will confirm, before each dose is administered, that the medication has not passed its use-by date;

(f) the School Matron/designated member of staff who administered the medication will record on the Medication Permission Slip the date and time it was administered, the dosage and their signature.

(g) at the end of the school day the Reception pupil's parent should attend the School Office or Medical Room, sign the Medication Permission Slip and take possession of any unused medication. For those in after-school clubs until 5:45pm, the School Matron will put the medicines in the pupil's school bag. For other pupils, medicines are returned at the end of the school day to parents.

### **Prescribed Medication for Long-Term Illnesses (e.g. asthma, diabetes, epilepsy and allergies)**

It is the responsibility of all parents to inform the school of any medical condition, especially allergies, which affect their child. They should be clearly outlined annually on the Pupil Information Update form which parents receive at the start of every academic year. Pupils with long-term conditions have Care Plans created and monitored regularly by the School Matron in liaison with parents. Care Plans individualise care and medication for pupils with more complex conditions.

Parents should contact the school forthwith with any changes to this information, especially with regard to allergies, and discuss their child's requirements and any arrangements which need to be made with their child's class teacher and/or Matron. Parents should provide the school with as much information as possible about their child's medical condition, including correspondence from doctors and medical professionals.

The School Matron keeps a list of expiry dates of long-term medication and informs parents with advance notice when renewal of medication is required. The medication is then kept in school in case the pupil forgets to bring it into school at the start of the new term. The permission of the Headmistress must be sought in all such cases, and the Medication Permission Slip endorsed accordingly.

Training in asthma, diabetes, epilepsy and allergies is provided for staff, as needed and in line with the local health authority recommendations, and a list kept of those who are Paediatric First Aid trained for children in the Early Years. The School Matron will ensure that she is up to date on relevant training and update staff on such conditions, as appropriate, or they complete training online via an Educare module if required.