
St. Mary's CE Academy

'Excellence through faith & learning'



Administering Medicines Policy

*"I have come that they may have life,
and have it to the full."*

John 10:10

Reviewed: September 21

Approved by Governors: Autumn 21

Date of next review: Autumn 22

Administering



Medicines Policy

Introduction:

At St Mary's Church of England Academy, we aim to provide a caring environment where every child can thrive and is supported to achieve their unique & amazing potential as a child of God. As such, this means that whilst there is no legal duty which requires staff to administer medicines, it is our aim to ensure the health, safety & well being of our children at all times & therefore would administer as laid out in this policy.

This policy reflects that guidance as laid out in the 2005 DfE published *Managing Medicines in Schools and Early Years Settings*. Children with medical needs have the same rights of admission to a school setting as other children. Parents have the prime responsibility for their child's health and should provide schools with information about their child's medical needs. There is no legal duty that requires school staff to administer medicines and medicines should only be taken to school in exceptional circumstances.

Staff have a duty of care to act like any reasonably prudent parent. In exceptional circumstances, the duty of care could lead to administering medicine and/or taking action in an emergency.

Schools need to know about any particular needs before a child is admitted or when a child develops a medical need. A health care plan may be necessary for such children, involving parents and relevant health professionals.

Aims and Objectives:

At St Mary's, we aim to produce a safe and secure environment where all can learn without anxiety, and measures are in place to support children with medical needs. This policy aims to produce a consistent school response to supporting children with medical needs who require access to their medicines in school. We aim to make all those connected with the school aware of catering for children with medical needs, and make clear each person's responsibilities with regard to the administering medicines in our school. We aim to give children support and encouragement to take responsibility to manage and make decisions about their own medicines.

Medicines in School:

No child under sixteen should be given medicines without their parent's written consent. Medicines should only be sent to school where it would be detrimental to the child's health if it were not administered during the school day. For example, medicine prescribed to be taken three times a day could be taken before school, after school and before bed.

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. School will keep written records of each time a medicine is given. (See Appendices).

Children in the Junior age group (Y3 to Y6) may carry their own asthma inhaler and manage its use. All other emergency medicines, such as anti-histamine liquids and adrenaline pens are stored in Medical cupboard or fridge in the School Office.

If the child is working off site, for example on an educational visit, the medicine should be removed from there and taken by a member of staff who accompanies the child on the visit.

Medicines that are required to be refrigerated should be kept in an air-tight container and clearly labelled and placed in the staff room refrigerator.

Emergency Procedures:

Staff should not take a child to hospital in their own car; an ambulance should be called. A member of staff should accompany a child to the hospital and stay until the parent arrives.

The Role of the School Staff:

Staff have a duty of care to act like any reasonably prudent parent. In exceptional circumstances, the duty of care could lead to administering medicine and/or taking action in an emergency.

The Following Staff are able to Administer Medicines:

- Mrs Rachel Hutchinson
- Mr Chris Webb
- Mrs Karen Miller
- Mrs Karole Sargent

The above adults will give a child medicine only with their parent's **written** consent. This written consent must be obtained for each separate course of medicine.

A non-prescribed medicine will only be administered to a child when there is a specific prior written permission from the parents. N.B. National Guidance states that medicines containing aspirin or ibuprofen should never be given unless prescribed by a doctor.

One of the above named people plus one other (not necessarily named above) will check the following:

- the child's name (preferably by asking the child their name to cross check)
- the prescribed dose and method of administration
- the expiry date
- the written instructions by the prescriber on the label or container
- that any details provided by the parents are consistent with the instructions on the container as part of the checks above.

- the possible side effects and what to do if they occur by parents in writing on the parental agreement form.

One of the above named people will also:

- Record all administering of medicines, including non-prescribed medicines in the Administering of Medicine Book.
- Record if a child refuses to take a medicine and contact the parent.
- Discuss any concerns with the parents.
- Contact the parents of a child who is not well enough to be in school.
- Return any controlled drug to the parent when no longer required **(it is the parent's responsibility to collect)**.
- Arrange for safe disposal of any medicine not collected by parents at the end of every term.
- Consider whether a risk assessment is necessary for some children (e.g. for sporting activities) and be aware of relevant medical conditions and any preventative medicine that may be needed to be taken and emergency.

The Role of Parents and Carers:

Parents and carers should:

- Provide full information about their child's medical needs, including details on medicines their child needs, and specifying clearly the time span of the dosage.
- Provide details of any changes to the prescription or support required.
- Develop a health care plan where necessary with the school and relevant health professionals.
- Keep their child at home when s/he is acutely unwell.
- Only send medicines to school in exceptional circumstances, where it would be detrimental to the child's health if it were not administered during the school day.
- Complete the relevant form to give written consent for any medicine to be taken in school. Should complete the consent form each time a medication changes even within the same illness or condition.
- Obtain the Executive Head teacher / Head of School's agreement for any non-prescribed medicine to be administered.
- Provide medicines in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Collect medicines held in school at the end of each term.
- Arrange for collection of medicines at home time if the medicine is required at home at night.
- Arrange for the safe disposal of the medicine when no longer required.



St Mary's Church of England Academy Walkley Form 3 (PC) Parental Consent & Record of Medicine Administered to an Individual Child.

Reason for Parent not Administering Medicine to the Child:			
Child's name		Date of Birth	Class
Medical condition or Illness			
Name/type of medicine (as described on the container)			
NB: Medicines must be in the original container as dispensed by the Pharmacy			
Date dispensed		Expiry Date	
Dosage & method			
Timing			
Special precautions			
Has the child taken the medicine for a period of 24 hours at home prior to it being brought into school?			Yes No
Are there any side effects that the school needs to know about?			Yes No
If 'Yes' please state			
Self administration?	Yes	No	

Contact Details

Name	
Daytime telephone number	
Relationship to child	
Address	

- I understand that I must deliver the medicine personally to a member of school staff.
- 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 in writing.
- I accept that it is my responsibility to collect any unused medicine and return to the pharmacy for destruction.

Name (Print)			
Signature		Date	
Principal Signature		Date	
Child's Name:			

Date				
Time Given				
Dose Given				
Name of staff				
Staff Initials				
Name of staff				
Staff Initials				

Date				
Time Given				
Dose Given				
Name of staff				
Staff Initials				
Name of staff				
Staff Initials				

Date				
Time Given				
Dose Given				
Name of staff				
Staff Initials				
Name of staff				
Staff Initials				

Refused dose				
Date		Time		Name of parent contacted
Parents comment				

Refused dose				
Date		Time		Name of parent contacted
Parents comment				

Date Returned		Collected By	
Signed			
Staff signature			