

# Barlows Primary School

## Administration of Medicine Policy

Barlows Primary School



*"To Give of our Best"*

# 2017-2018

Reviewed and updated: September 2017  
Approved by Governing Body: September 2017

*"To give of our best, to work together, to value everyone and learn for life."*

National Teaching School  
designated by  
National College for  
Teaching & Leadership



North Liverpool  
Teaching School Partnership



### **Administration of Medicine Policy**

The school follows Local Authority policy and guidelines on the Administration of Medications.

Unless a child is acutely ill they should attend school and as a school we enable pupils to attend wherever possible. To facilitate this it is necessary for some children to take medicine during school hours.

All pupils have full access to the National Curriculum, (unless individual exceptions are advised by a multi-agency review) and as little disruption as possible will occur when administering medication to pupils.

### **People to Administer Medication**

Administration of medication in school is voluntary. The school has designated support staff who administer medicines:

Libby Sullivan - Nursery  
Pauline Bird - Reception  
Debbie Winstanley - Year 1  
Rachel Horlick - Year 2  
Sharon Street - Year 3  
Natalie Williams - Year 4  
Gill Horlick/Jan Gardner - Year 5&6  
Jan Gardner - After School Club

Staff who administer medicines receive regular training and advice from the appropriate health practitioner.

Self administration of medication is encouraged if a child has been trained and is competent to administer his/her own medication. Pupils administering their own medication should be supervised by a member of staff.

Parents/carers may also come into school at the appropriate time to administer medication to their child. Designated Support Staff are under no circumstances able to administer un-prescribed medication. This must be administered by the parent/carers, where possible outside school hours but if necessary in school time.

### **Parent/Carer Consent**

Under no circumstances should medicine be administered to children by the designated support staff or the child themselves without WRITTEN parent/~~guardians~~ carer consent. Verbal requests should not be accepted. The indemnity on the consent form **must** be signed by the parent in order for the medicine to be administered.

To enable prescribed medication to be administered, an Administration of Medication Form, available from the school office **must** be completed. Medicine should not be administered unless the indemnity is signed by the parent and headteacher, as the administrator will not be insured to administer the medication.

For the administration of non prescribed medication e.g. lip salve, cough sweets, the parent/guardian should write a signed and dated letter to the school and the child is to administer the medication themselves at the required time. For other non prescribed medication such as Calpol and other Paracetamol containing products the parent/carer must administer the medication themselves.

### **Other Documentation**

When a member of staff administers or supervises administration of medication they must record at the back of the Administration of Medicines form, the date, time, dosage given and amount remaining. The school will also keep a pupil record of medicines administered. All records include date, time, dosage given and amount remaining and must be written in the Administration of Medication book which is located in the Medical Room.

Children who are administered long term medication have a separate Administration of Long Term Medication book which is also located in the Medical Room.

For school trips, the teacher in charge must take the medication required along with the Administration of Medication form is also and there must be a member of staff on the trip willing to administer the medication. Again there is a separate Off Site Visits Administration of Medication which must be filled in along with the parent's record at the back of the form.

For children with complex medical needs e.g. diabetes, nut allergies, haemophilia, an individual Health Care Plan will be drawn up in consultation with Health Practitioners and parents.

### **Receipt of Medication into School**

When an Administration of Medication form has been completed by the parent/carer it should be given into the school office with the medication.

All medication should be in the original container and must be labelled with:

- The child's name
- The name and strength of the medication
- The dosage and when the medication should be given
- The expiry date of the medication

On arrival at school, all medication is to be placed in the medical cabinet, located in the Medical Room. A designated member of staff will then go to the medicine cabinet each morning to check who needs medicine that day. The member of staff to administer/supervise the administration of medicine will be informed.

### **Storage of Medicines**

Inhalers should be stored in the child's classroom or on the child themselves and the procedures for dealing with an asthma attack should be followed.

Other prescribed medication should be stored in the Medical Room in the secure Medication Cabinet, which is wall mounted and includes a fridge.

Once removed from the cabinet, medication should be administered immediately and never left unattended.

Non prescribed medication e.g. lip salve, cough sweets should stay in the pull down cupboard and should not be taken into the playground or given to any other pupils.

Non prescribed medication such as Calpol should not be stored in school and should be brought with the parent.

### **Administration of Medication**

Medicine should only be administered by the agreed person. Designated Support Staff are responsible for notifying the school when their training requires updating and for ensuring this is arranged.

Medicine must be administered in the Medical Room. Before the medication is administered, the child's identity must be established.

Designated staff will follow directions for administration provided in writing by the Health Practitioner.

A child should never be forced to accept medication. If a child refuses medication the reason should be recorded in the bound book and the child's parent/guardian should be informed **immediately**.

### **Disposal of unused Medication**

Any unused medication should be disposed of in the Medical Waste bin located in the Medical Room. The date, time, medication disposed of and reason should be recorded at the back of the bound book.

### **Emergency Medication**

Emergency medication will be identified in the pupils Individual Health Care Plan (IHCP) and is subject to the same request and recording systems as non-emergency medication, with additional parental consent on the IHCP.

This medicine should be stored in the Medicine Cabinet in the Medical Room and should be kept with the consent form and IHCP.

It is the parent's responsibility to inform the school of any change in medication or administration.

### **Off Site Activities**

If medicines need to be administered during a trip/visit, parents must inform the Head Teacher of this requirement in writing, by filling in an Administration of Medication form with the indemnity signed. This information should then be provided for the Group Leader. The medication must be kept by the leader until required. If a child is asthmatic the inhaler should be taken and kept on the child themselves. In the case where a child may need to have Emergency Medication administered, this medication must be taken and given to the Group Leader to look after. On the return to school after a visit, any Emergency Medication must be returned to the Medical Room as soon as possible.

When medicine is administered the green Administration of Medication (Off Site) book must be filled in by the person administering or supervising the administration of the medication.

Reviewed: September 2017

Next review date: September 2018