



St. Mary's C of E Primary School, Timsbury

## ADMINISTRATION OF MEDICINES POLICY

### Pupils with Short Term Medical Needs

Many children will need to take medicines during the day at some time during their time in school. This will usually be for a short period only, perhaps to finish a course of prescribed antibiotics. However such medicines should only be brought to school where it would be detrimental to a child's health if it were not administered during the school day.

Parents should inform the school (on the agreed form, available from the school office or website) about the medicines that their child needs to take and provide details of any further support required. Staff should make sure that this information is the same as that provided by the prescriber.

*If the child has any infectious or contagious condition, they should not come to school.*

### Prescribed Medicines

- Medicines will only be accepted if they have been prescribed by a doctor, dentist, nurse or pharmacist.
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Medicines that have been taken out of the container as originally dispensed will not be accepted.

### Non-prescription medicines (e.g. painkillers)

- Staff should never give a non-prescribed medicine
- If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP.

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

### Pupils with Long Term or Complex Medical Needs

Where a child's needs are particularly complex and could affect their ability to access the full curriculum or participate in other areas of school life, then special arrangements will need to be made. A written, individual health care plan will be developed for such children with the School Nurse, to clarify for staff, parents and the child, the support that will be provided. This will include details of the child's medical condition, any medication, daily care

requirements, sharps procedures (if relevant) and action to be taken in an emergency, including parents' contact numbers.

### **Administration of Medicines - Guidance to Staff**

***No child under 16 will be given medicines without their parent's written consent.***

Parents should inform the school (on the agreed form) about the medicines that their child needs to take. They should also provide written details of any further support required.

***Staff should make sure that this information is the same as that provided by the prescriber.***

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- name of child
- name of medicine
- dose
- time/frequency and method of administration
- any side effects
- expiry date

***Adrenaline pens should only be administered by trained members of staff. Instructions for these are clearly displayed inside the individual's box/bag, where the pens are stored. Each child's 'Individual Health Plan' gives explicit details of action to be taken and is displayed clearly in the office, the staffroom and their classroom.***

Staff will record the name of the child to be given medicine (and the duration), on the daily white board in the school office.

### **Responsibility for Administering Prescribed Medication**

Teachers' conditions of employment do not require them to give, or supervise, a pupil taking medicines. The school will ensure that there are sufficient members of support staff who are employed, appropriately trained and willing to manage medicines. *The type of training necessary will depend on the individual case.* They should also be aware of possible side effects of the medicines and what to do should they occur.

***If in doubt about any procedure, staff should not administer the medicines but check with the headteacher, parents or a health professional before taking further action.***

## Record-keeping

**Staff should complete and sign a record each time they give medicine to a child.** (These are filed in children's individual record cards when the course of prescribed medicine is completed). In some circumstances (such as the administration of rectal diazepam), the dosage and administration will always need to be witnessed by a second adult.

## Refusal to take medicine

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and parents should be informed of the refusal on the same day. **If a refusal to take medicines results in an emergency, then the usual emergency procedures should be followed.**

## Storage of Medicines

The Headteacher is responsible for making sure that medicines are stored safely. Large volumes of medicines should not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual child.

Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed.

**Staff should never transfer medicines from their original containers.**

Children should know where their own medicines are stored and who holds the key/ is able to administer them.

**All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away.**

Other non-emergency medicines should be kept in a secure place not accessible to children.

Some medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. At St Mary's we endeavour to keep such medicines in a dedicated refrigerator, in the school office, which will not contain food items. Access to this refrigerator is restricted.

## Controlled drugs

- The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medication for use by children, e.g. methylphenidate.
- It is permissible for schools and settings to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed

- A child who has been prescribed a controlled drug may legally have it in their possession.
- Any member of staff may administer a controlled drug to the child for whom it has been prescribed - however, as it is most likely to be stored and administered in the office, usually this will be a member of the Admin Support staff. The same procedures should be followed for recording the administration of a controlled drug as for prescribed medicines. (See above).
- Controlled drugs should be stored in a locked container and only staff who administer the medicines should have access. A record should be kept for audit and safety purposes.
- A controlled drug, as with all medicines, should be returned to the parent when no longer required, to arrange for safe disposal (by returning the unwanted supply to the local pharmacy).

**Written with reference to**

- DFES publication *Managing Medicines in Schools and Early Years Settings* (2005) and DFE guidance on *Managing Medicines in School* (January 2103)

Signed ..... Chair of Governors

Date.....

Adopted	January 2013	
First Review	January 2016	
Second Review	March 2018	Full Governing Body
Additional Review	June 2019	IGB
Next Review due	March 2021	

**APPENDIX:**

**MEDICAL INDEMNITY FORM (MAY 2019)**



**ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL**

**MEDICAL INDEMNITY FORM (MAY 2019)**

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication  
**ALL MEDICATION MUST BE PRESCRIBED BY A DOCTOR  
AND HAVE A IN-DATE DISPENSING LABEL ATTACHED**

**DETAILS OF PUPIL:**

		Staff check
SURNAME		
FORENAME		
ADDRESS		
DATE OF BIRTH		
YEAR GROUP		
CONDITION OR ILLNESS		

**MEDICATION:**

		Staff check
NAME/TYPE OF MEDICATION (As described on the container)		
DATE DISPENSED		
FOR HOW LONG WILL YOUR CHILD TAKE THIS MEDICATION?		
IS YOUR CHILD TAKING ANY OTHER MEDICATION?		
HAS YOUR DOCTOR TOLD YOU/YOUR CHILD NOT TO TAKE ANTHING WITH THE MEDICATION? <b>NB: If any other mediation is already being taken, no other medication should be given without the Doctor's consent.</b>		

**FULL DIRECTIONS FOR USE:**

		Staff check
DOSAGE AND METHOD (If the dose should vary during the course, please complete a separate form for each dose to avoid ambiguity)		
TIMING (specify time of day and for how many days)		
SPECIAL PRECAUTIONS		
SIDE EFFECTS		
SELF ADMINISTRATION		
PROCEDURES TO TAKE IN AN EMERGENCY		

**I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake. I also undertake to update the school with any changes in administration for routine or emergency medication and to maintain an in date supply of the medication.**

DATE	
RELATIONSHIP TO PUPIL	
SIGNATURE	



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**TO BE COMPLETED BY PARENT/GUARDIAN**

PUPIL NAME	
YEAR GROUP	
NAME OF MEDICATION (As described on the container)	
DOSAGE AND METHOD (If the dose should vary during the course, please complete a separate form for each dose to avoid ambiguity)	

**FOR SCHOOL USE ONLY**

DATE	TIME	ADMINISTERED BY