

Courthouse Green Primary School

'Doing our best to be our best'



# **Administration of Medicines Policy**

**February 2016**

# Policy and Procedures for the Administration of Medicine to Children

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## Parents/Carers:

Whilst it is your responsibility to make sure that your child is well enough to attend school, we recognise that there may be occasions when you are advised by a doctor that your child may return to school while still needing to take medicines.

Parents should provide the school with detailed information about medical conditions affecting their child and any treatment that the child receives (in writing where possible). Parents should also keep the school informed of any new or changing needs.

Some of our pupils may need to take medication on a daily basis. In such circumstances we will work closely with parents/carers to support the child, putting a Healthcare Plan in place where necessary.

## Management of medication within school:

Where possible, medicines should be administered to children by their parents/carers. If parents are not able to come to school during the day the school can, where it is felt necessary, organise administration of prescribed medicine to a child. The medicine MUST show the original label complete with the child's name, date of prescription and dosage. Medicine will be administered by a member of the Admin Team providing parents or carers have first completed an authorisation form.

We have been advised by the School Nurse that antibiotics should not need to be given in school (other than Wraparound). Parents can give the antibiotics three times a day, just before and after school and then at bedtime. If a child has a nasty case of tonsillitis or similar they may need antibiotics four times a day, in which case we would be prepared to administer it at lunchtime.

Parents/carers must complete a consent form giving details of any medication, dosage, time of dosage and emergency contact details. We require that the first dose of any medication is given at home so that parents are aware of any side effects.

If a pupil refuses to take their medication no member of staff will enforce the dose. We will however, inform parents/carers of the situation as soon as possible.

Medication that needs to be stored in fridge will be stored in the labelled 'medicine' bottom drawer in the staff room fridge.

## Wraparound:

If your child attends Wraparound and you require the Leader to administer medicine to your child, you will need to complete the school forms giving them permission to do so. Wraparound follow all school policies and procedures.

## Under no circumstances should children be sent into school with medicine:

Medicine should be brought to and collected from the school office by the parent/carer.

## Administering medication:

A member of staff will administer medication following the agreed procedure:

Confirm the pupils name and the name on the medication

Check the written instructions provided by the parent/carer/doctor

Check the prescribed dose

Check the expiry date on the medication

Administer the medication

Record the date and time and sign the record sheet. If there are any doubts about any of the details, staff will double check with parents/carers or the child's doctor before giving the medication.

**Non-prescription medicine:**

We will not administer non-prescription medicine. However, if a child regularly suffers from acute pain (i.e. earache, migraine etc) please visit your doctor and ask them to prescribe painkillers. We will then be happy to store and administer these if they are received at the school office in the original box dispensed from the chemist complete with the named label and dosage.

**Inhalers in school:**

Children who take inhalers will store their inhaler in their own classroom. A form must be completed (and renewed in September each year) at the school office to allow your child to bring their inhaler to school. The inhaler will be kept in a classroom cupboard (together with a copy of the consent form) so that it is easily accessible. A central register is kept in the office with a copy in the staffroom so that all staff are aware of children who have inhalers in school. If there are any concerns that a child is not responding after taking an inhaler, an ambulance will be called.

We require parents/carers to take home any inhalers regularly to check they are in date, they have enough medication in them and to clean them.

In July each year, we ask parents to collect the inhalers from the teacher and then bring a fresh supply back in September to hand to the new class teacher. Any inhalers not collected at the end of the year will be disposed of.

A new form must be completed in September of each year so that we have the most up to date information on dosage and your child's symptoms.

**Epi-Pens:**

If any child needs an epi-pen on site, these will be stored in an agreed place when the child's individual healthcare plan is written. There are first aiders and staff in the school who are trained to administer an epi-pen. If an epi-pen is used, an ambulance will always be called.

**Healthcare Plans:**

All pupils who have medical needs that could need emergency treatment have an individual healthcare plan. The purpose of this is to identify the level of support that a pupil requires in school and ensure that all staff have the necessary information to deal with a medical emergency.

**School trips and residential visits:**

All pupils will be encouraged to participate in these activities if it is deemed safe to do so. Risk assessments will be carried out and provision will be made in a child's individual health care plan for staff to receive any training where necessary to enable all children to take part.

Reviewed: 6/2/16