



ADMINISTRATION OF MEDICINES POLICY

BRICKHILL PRIMARY SCHOOL

DECEMBER 2017

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(This Policy should be read in conjunction with the Asthma Policy and the Supporting Children with Medical Needs Policy)

Rationale

We believe that every child has the right to equal access to education and that we should support children with specific medical needs wherever possible. Children with medical needs have the same rights of admission to school as other children and cannot generally be excluded from school for medical reasons.

We will

- Administer medication in accordance with this policy.
- Administer prescribed medicines only (with pharmacy label).
- Ensure that the administration of medicine only follows the pharmacy instructions displayed on the label.
- Ensure any errors in administering medication are taken seriously and will be reported, as failure to do so will result in a disciplinary offence.
- Liaise with parents and external agencies regarding a child's specific medical needs and advise of any problems that may arise.
- Ensure, as far as possible, that parents make us aware of their child's medical needs.
- Ensure that all staff are fully aware of the school's Administration of Medicines policy.
- Provide specific training to deal with medical conditions, where necessary.
- Provide annual training for the administration of inhalers and epipens for all staff.
- Encourage parents to come into school to administer their child's medicine, if appropriate.
- Encourage medicines to be given at home whenever possible eg a medicine that needs to be taken three times a day could be administered at home.
- Pay particular attention to the safe storage of medicines.
- Ensure that children are not exposed to known risks.

IMPLEMENTATION OF THE POLICY

- The named person responsible for medicines in school is the Headteacher or Assistant Headteachers, in her absence.
- The school will administer prescribed medicines only.
- Each teacher at the beginning of the year will be issued by the office with a list of any medical conditions for children in their class by the office.
- It is the responsibility of the class teacher to be aware of any medical conditions of any of their children and, where necessary, modify curriculum activities (eg avoid cooking with eggs).
- Prescribed medication will only be given at 11.00am or 1.00pm. If medication is required at any other time of day it is the parent's/carer's responsibility to make provision to administer this.
- Asthma inhalers and Epipens will be given as and when required.
- Eye drops will not be administered unless specified by an individual Healthcare Plan.
- It is the parent's responsibility to replenish the supply of medicines where necessary and to check expiry dates. This includes inhalers.
- No pain relieving medicine (paracetamol or ibuprofen) will be administered by staff, unless prescribed by a doctor.
- A parent/carer must complete the School Medicine Record sheet to give consent **before** the school will administer the medicine. (A sample form is attached to this policy).
- Some children may need an individual Health Care Plan. The purpose of such a plan is to ensure that staff have sufficient information to understand and support a child with long term medical needs. The parent/carer will complete a Health Care Plan and this will be reviewed by the School Nurse in conjunction with the parent/carer. (A sample form is attached to this policy).
- All Health Care Plans are readily available in classrooms (Behaviour Log) and in the pink care plan box files in the main office and in the Headteacher's office. Additional relevant careplan information is available to kitchen staff and Midday Supervisors Team.
- A colour photograph of each child for whom a care plan is held is displayed in the staff room.(This will need to be reviewed once final details/guidance is received in light of new General Data Protection Regulations.)
- Healthcare plans and all medicines, including inhalers and epipens, will be checked each September, although it is the responsibility of parents/carers to supply and check expiry dates, including the dates on asthma inhalers.
- Medicines will be stored in a locked cabinet in the main office, accessible to all teaching and support staff. Exceptions to this are those that require storage in the refrigerator. These will be stored in the door of the refrigerator in the staffroom. Inhalers are kept in

the school office and **not** in the child's classroom, except where specified on an individual Healthcare Plan.

- Parents/carers are required to notify the school and complete a School Medicine Record if their child has asthma (See asthma policy for further details). For children given an inhaler dose, the school will log time and date and give a sticker to the child to enable parents/carers to be aware of medication given.
- Prescribed medicine and inhalers will be administered by a trained member of staff and checked by a second member of staff, and the dose recorded on the medicine record sheet.
- Children may not administer their own medicine except where agreed as part of a Healthcare Plan or the parents have completed a School Medicine Record sheet to confirm this, eg eczema cream.
- Medicines no longer required will be returned to the parent for safe disposal.
- All relevant information and medicines will be readily accessible to both the Morning and After School Clubs.
- For school trips, Group Leaders will be issued with a 'Medical Details' list. It is their responsibility to ensure that each child has access to the appropriate medicine/inhaler.
- We follow the Health Protection Agency's 'Guidance of Infection Control in Schools and Other Childcare Settings'.
- We refer to and follow guidance given in the Bedfordshire County Council's 'Guidance on Managing Medicines in Schools and Early Years Settings' (Aug 2008). This is adapted from the Department for Education and Skills/Department of Health document Managing Medicines in Schools and Early Years Settings. A copy of the Guidance on Managing Medicines is held in the main office.

This policy will be reviewed annually.

Updated December 2017

Policy reviewed and updated : signed