



Administration of Medicines Policy

Approved by:

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1. Introduction

Most pupils will at some time have a medical condition that may affect their participation in school activities and for many this will be short-term. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. Layton Primary School is committed to ensuring that children with medical needs have the same right of access as other children.

There is no legal duty that requires schools and staff to administer medication, this is a voluntary role. The 'duty of care' extends to administering medication in exceptional circumstances, and therefore it is for schools to decide their local policy for the administration of medication.

2. The Role of Parents/Carers

Parents/carers should, wherever possible, administer or supervise the self-administration of medication to their children. This may be by spacing the doses so that they are not required within school hours, or by the parent/carer coming in to school at lunch time to administer the medication. However, this might not be practicable and in such a case parents/carer may make a request for medication to be administered to the child at school.

If medicine needs to be administered during school time, then a parent or carer must bring it to the school office and fill in the Request for school to Administer Medication form (Appendix 1). Medication must not be given to the class teacher, or brought into school by the child themselves. If medication is for a short term condition, any remaining medication must be collected from the office by a parent or carer at the end of the school day.

3. Prescription Medication

Prescription medicines should be administered at home wherever possible, for example medicines that need to be taken three times per day can usually be taken before school, after school and at bed time. Parents are encouraged to ask the GP whether this is possible. Prescription medicines will only be administered by the school where it would be detrimental to a child's health if it were not done.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The exception to this is insulin which must still be in date, but will generally be available to school inside an insulin pen or a pump, rather than in its original container. Schools should never accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

In all cases it is necessary to check:

- Name of child
- Name of medicine
- Dosage
- Written instructions provided by prescriber
- Expiry date

A Request for school to Administer Medication form (Appendix 1) which must be completed and signed by the parent / carer. No medication will be given without the parent's written consent.

Prescribed medication, other than emergency medication, will be kept in the key stage First Aid Room, either in the cupboard or the refrigerator as appropriate. All emergency medicines (asthma inhalers, epi-pens etc.) should be kept in the child's classroom and be readily available. A second Epi-pen for each child who requires one will be kept in the First Aid Room, in a box clearly labelled with the child's name and photograph.

4. Long Term Medical Needs

It is important for the school to have sufficient information regarding the medical condition of any pupil with long term medical needs. The school will draw up a health care plan for such pupils, involving the parents and the relevant health professionals. Refer to the "Supporting Pupils with Medical Conditions Policy" for more information.

Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an epipen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so.

5. Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore it is imperative that controlled drugs are strictly managed between the school and parents. Ideally controlled drugs are only brought in on a daily basis by parents, but certainly no more than a week's supply and the amount of medication handed over to the school should always be recorded.

As with all medicines any unused medication should be recorded as being returned back to the parent when no longer required.

6. Non Prescription Medication

Where possible, the school will avoid administering non-prescription medicine. However, we may do so if requested by the parent, and where the school agrees that it will facilitate the child attending school and continuing their learning. This will usually be for a short period only. However, such medicines will only be administered in school where it would be detrimental to a child's health if it were not administered during the day and agreed by the SENDCO.

A child under 16 should never be given aspirin-containing medicine, unless prescribed by a doctor.

If non-prescription medication is to be administered, then the parent/carer must complete a Request for school to Administer Medication form (Appendix 1), and the same procedure will be followed as for prescription medication. The medicine must be provided in its original container, with dosage information on it. The parent's instructions will be checked against the dosage information, and this will not be exceeded.

7. Administering Medicines

Medicines will only be administered by trained first aiders. This will usually be a named first aider, but in their absence another appropriately trained member of staff may carry it out. Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an epipen, Buccal

midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so. The SENDCO maintains the details of staff trained for implementation of health care plans.

When a member of staff administers medicine, they will check the child's Request for school to Administer Medication form (Appendix 1) against the medication, to ensure that the dose and timing are correct. They will then administer the medicine as required, and record this on the Medicine Administering Sheet (Appendix 2).

8. Emergency Inhalers

In line with "Guidance on the use of emergency salbutamol inhalers in schools" March 2015, the school will keep emergency reliever (blue) inhalers for the emergency use of children whose own inhaler is not available for any reason. They will be stored in the First Aid Room, along with appropriate spacers. Parents must sign an Asthma Form (Appendix 3) to consent to their child being allowed to use the emergency inhaler. These will be kept in the Asthma file in the First Aid Room.

9. Self Management

It is important that as children get older they should be encouraged to take responsibility and manage their own medication. This should be clearly set out in the child's health care plan in agreement with the parents, bearing in mind the safety of other pupils.

Staff should be aware of the need for asthmatics to carry medication with them (or for staff to take appropriate action). Children should know where their medicines are stored.

10. Refusing medication

If a child refuses to take medication staff should not force them to do so, but note this in the records and inform parents of the refusal. If the refusal leads to a medical emergency, the school will call the emergency services and inform the parents.

11. Offsite visits

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits should be aware of any medical needs and relevant emergency procedures. Where necessary, individual risk assessments will be completed. A member of staff who is trained to administer any specific medication will accompany the pupil and ensure that the appropriate medication is taken on the visit. Inhalers must be taken for all children who suffer from asthma.

Travel Sickness - Tablets can be given with written consent from a parent but the child's name, dosage, time of dose and any possible side effects (the child must have had the travel sickness preventative at home before the trip in case of side effects) should be clearly marked on the container, which must be the original packaging. Parents will need to complete a Request for School to Administer Medication form (Appendix 1).

Residential visits – All medicines which a child needs to take should be handed to the teacher in charge of the visit. The only exception are asthma inhalers, which should be kept by the child themselves. The parents will sign a consent form for any medicines which they need to take during the visit, plus consent of emergency treatment to be administered.

12. Disposal of Medicines

The first aiders will check all medicines kept in school each term to ensure that they have not exceeded their expiry date. Parents/carers will be notified of any that need to be replaced. Parents/carers are responsible for ensuring that date-expired medicines are returned home for safe disposal.

Sharps boxes should always be used for the disposal of needles. There is a sharps box in the First Aid Room. If any child requires regular injections (eg. Insulin), they will have their own sharps box which can be taken offsite with them on trips etc. The parents will be notified when the box is almost full so that they can bring in a new box and take the full box for disposal.



REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

This form must only be completed by the parent/carer in order for the request to be reviewed and subsequently administered by a authorised staff member. Those authorised to administer medicine will use the information you have provided so please ensure it is clear and accurate. This information will be held securely and confidentially.

Child's name Class:

Medical condition/illness:

Medication name and strength:

Medication formula (IE: pills, liquid):

Dosage to be given: At what time:

Storage (IE: fridge):

Does the medicine need to go home at the end of the day:

Please note that if the medicine is returning home each day, please drop off and pick up at class or if applicable Breakfast/After School club

Any instructions for administering (IE: likes it with juice):

SIDE A

Do you know of any side effects:

This side/Side A to go to Year Group First Aider. Side B to be retained by the office once signed

TERMS AND CONDITIONS

I, (Print name of completing form):

- (i) Request to school administering this medication as detailed and in accordance with the prescribed instructions as I have detailed.
- (ii) Have provided up to date and accurate information.
- (iii) Will inform the school in writing of any changes to this information and subsequent instructions.
- (iv) Accept that employees administering the medicine are authorised to do so by the Senior Leadership Team but are not medically trained or qualified in any way.
- (v) Agree the same existing pupil details held by school will be used IE: GP details, emergency contacts etc and that these details I have provided to the school office at up to date.
- (vi) Accept that school cannot be held responsible for the loss, damage or injury when undertaking agreed administration of the medicine unless resulting from their negligence.
- (vii) Accept the school's policy and procedure for the delivery and return of medication.
- (viii) Will provide adequate supplies of the medication that is within the expiry date.

Signature of person completing form:

Relationship to child: Date:

THE BELOW TO BE COMPLETED BY STAFF MEMBER

Received in Office by:
Name:
Signature:
Date:

Received in Year Group by:
Name:
Signature:
Date:

SIDE B

Medication name and strength:

Child's Name

Layton Primary - Medicine Administering Sheet

This is a record of the medication administered. Once the course is finished the medication bottle/packaging must be returned home with the child. This form should be sent to the office for archiving (return to Lynsey Haley-Davis). The Request for School to Administer Medication can be destroyed by returning to the office for shredding.

Child's name	Class:
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Name of Medication:	Dosage to be given:	At what time:
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Week Beginning	Monday		Tuesday		Wednesday		Thursday		Friday	
	Time Given	Signature of Dose Giver and Witness	Time Given	Signature of Dose Giver and Witness	Time Given	Signature of Dose Giver and Witness	Time Given	Signature of Dose Giver and Witness	Time Given	Signature of Dose Giver and Witness
	Time:	Sig:	Time:	Sig:	Time:	Sig:	Time:	Sig:	Time:	Sig:
	Time:	Sig:	Time:	Sig:	Time:	Sig:	Time:	Sig:	Time:	Sig:
	Time:	Sig:	Time:	Sig:	Time:	Sig:	Time:	Sig:	Time:	Sig:
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	Time:	Sig:	Time:	Sig:	Time:	Sig:	Time:	Sig:	Time:	Sig:
	Time:	Sig:	Time:	Sig:	Time:	Sig:	Time:	Sig:	Time:	Sig:

Last dose given date	Unused Medicine/Packaging returned home with child Y / N
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This form 'MEDICINE ADMINSTERING SHEET' to be given to the office.	SIDE A of 'REQUEST FOR SCHOOL TO ADMINISTER MEDICATION' is to be destroyed/returned to office for shredding
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Layton Primary School – Policy Documents

Managing Medicines in Schools and Early Years Settings

Request for Pupil to Carry his/her own Inhaler for Asthma

Form for parents/carers to complete if they wish their child to carry his/her own inhaler.

It is the responsibility of parents/carers to ensure their child has an inhaler in school at all times.

Pupil's Details

Name Class

Address.....

Condition or illness:

.....

Name of medication

.....

Procedures to be taken in an emergency:

.....

GP's name and contact

number.....

Contact Information:

Name:

.....

Daytime phone no:

Signed Date.....

Relationship to child:



First Aid Medicine Schedule

1. Prescribed medicine will be brought into reception and a 'Request to Administer Medication' will be completed by the parent/ carer.



2. Once the form is completed a copy will be passed to the relevant First Aider (Side A) in the child's year group. Side A will stay with the First Aider and will be signed on receipt by the First Aider.



3. Once signed on receipt by the First Aider, Side B must be retained by the office and scanned to Reception Drive/ Children/ Medical.



4. The First Aider will store the medicine properly as per instructions and give it to the child at the proposed time.



5. The First Aider is to ensure, if required, the medicine goes home with the child. The medicine can then pass to the First Aider via the classroom (or extended schools) at the start and end of the day.



6. When administering the medicine, ensure that the Medicine Administering sheet is completed.



7. When the course of medicine is completed, the First Aider must destroy the 'Request for School to Administer' form or return to the office for shredding. The Medicine Administering sheet is to be given to the office so that they can store/archive accordingly. Any unused medicine, bottles/ packaging returned home.



8. Long term medicine that is to be administered in school that is not part of a Healthcare Plan, paperwork must be kept in the file in the relevant section - Long Term Medicine. Once course is completed, follow section 7.



9. Any Healthcare Plans will be kept in the First Aid file for as long as the Care Plan is viable. Medicines that are to be administered as part of this plan, must still be completed on the 'Medicine Administering' sheet in the relevant file section

At all times medicines, First Aid information pertaining to children should be stored away safely. The First Aid room should always be locked when not in use.

This file will be maintained by the school office. Any queries see to the office.