



# **Hamsey Green Primary School**

## **Policy on the Administration of Medicines**

**Review Date: January 2019**

## **POLICY ON THE ADMINISTRATION OF MEDICINES**

This policy should be used at all times in conjunction with Surrey County Council's Guidelines on Pupils' Health and the Administration of Medicines which is kept with the Medicines Register in the school office.

Surrey County Council Guidelines provide information on and guidance for all staff on the administration of medicines and procedures to be followed in the event of more serious illnesses such as Anaphylaxis, Asthma, Diabetes and Epilepsy. The school does have a separate Asthma Policy (based on Department of Health guidance) which includes the emergency use of salbutamol inhalers.

There are an increasing number of children attending mainstream school with medical conditions. Schools acting in loco parentis, have a duty to take reasonable care of children which includes the possibility of having to administer medicines and/or prescribed drugs. This may be required by pupils for regular medication or those requiring occasional dispensing of medicines. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

Parents/carers are encouraged to give doses outside the school day if possible e.g. 3 times per day could be taken in the morning, after school and before bedtime.

School procedure for the administration of medicines requires parent/carers to complete a 'Pupil medication' request form which will be stored in the Medicines file in the School office.

Each time medicine is administered the member of staff concerned will ensure that a complete entry is made on the pupil's medicine record to include date, time, dosage and signature.

1. Copies of individual requirements are kept in the medical file in the school office, the child's personal file and handed to the class teacher.
2. A parent of a child with one of the above named conditions may be invited to accompany him or her on all school trips according to the Educational Visit Risk Assessment.
3. Children recovering from a short term illness/infection who are clearly unwell should not be in school and the Headteacher can request that parents/carers keep the pupil at home if necessary. We follow the Health Protection Agency guidelines when determining the period of absence for children with infectious diseases.
4. Only medicines prescribed by a doctor can be accepted in their original container with the pharmacy label intact.
5. Medicines are only administered following a written request from parents/carers which clearly states the name and class of the pupil together with the dose and time(s) of day at which it should be taken together with any special conditions for storage of the medicine (e.g. kept in the fridge).
6. Medicines need to be clearly marked with the name and class of the pupil together with the dose and time(s) of the day at which it should be taken.
7. Medicines are only accepted by office staff and they must be brought in by the parent/carer rather than via the pupil.
8. Medicines will be kept in a secure central position in the school office.

9. Children should never be given medicine to keep on their person – all medicines to be handed in to the office. **\*\* An exception to this rule** is made for medicines provided for emergency treatment e.g. asthma relievers which parents can request on Appendix 1 of the Asthma Policy.
10. School cannot accept any medicine that has been taken out of the container as originally dispensed or make changes to dosages on parental/carer instructions.
11. Pupils are not allowed to bring over the counter remedies ~~should be brought~~ into school at any time – including throat sweets, nasal inhalers etc.
12. Over the counter remedies may be administered by staff at parent's request – this may include paracetamol/ibuprofen for children and other symptom relieving remedies e.g. throat lozenges which may be administered in cases of pupils experiencing severe pain but not less than 4 hours before the time they first came into school. Permission from parents should always be sought via telephone prior to administering – permission may be given by paramedics in the instance that the emergency services have been called.

The staff at Hamsey Green primary School are prepared to administer medicines if parents/carers:

- Follow guidelines in this policy
- Complete a 'Pupil medication request' form

### **Procedures for managing prescription medicines on school trips, outings and off site activities.**

The administration of medicines on trips etc follows the same procedures as administration of medicines in school. Copies of health care plans etc will be taken on visits in the event of information being needed in an emergency.

#### **Staff Responsibilities – before administering medicines**

- Check the child's name
- The prescribed dose
- The expiry date
- Written instruction by the prescriber on the label or container.

If there is any doubt then staff will not administer the medicines and check with the parent/carer.

Each time medicine is administered it will be recorded on the pupil's medicine record.

If the pupil refuses medication then they will not be forced to take it – this will be recorded on the pupil's medicine record and the parent/carer contacted.

Members of staff administering medicines will receive appropriate training and guidance.

### **Parental/carer responsibilities**

Provide the Headteacher with sufficient information about their child's medical needs if treatment or special care is required. Information about a medical condition should be included as recorded by the child's GP. Parents/carers and the school will then reach an agreement on the school's role in supporting the child's medical; needs. Sharing this information with other staff and keeping it up to date will ensure the best care for their child.

Parents/carers are responsible for ensuring that date expired medicines are returned to the pharmacy for safe disposal and that replacements if necessary are obtained.

Medicines should be collected from the school office at the end of each term and returned at the start of the next term if appropriate.

## **Emergency procedures**

In the event of an emergency an ambulance will be called, the parent/carer will be informed. A member of staff will stay with the child until a parent/carer arrives.

**It will be the parent/carer's responsibility to collect medication at the end of the school day where necessary.**

**In all cases administration of medication and/or treatment to a pupil will be at the discretion of the Headteacher and Governors of the school. However, ultimate responsibility remains with parents/carers.**