



SS. Osmund & Andrew's RCP School

Administration of Medicines Policy

Together in Love, Growing in Faith, A Journey of Hope.
Together in Love, Faith and Hope.

Mission Statement

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Introduction

Medicine is NOT generally given in school. If a child has a prescribed course of medicine it should be possible for the parent to administer the doses around the school day.

In cases of long-term medication such as asthma, diabetes, or anaphylaxis the parent must comply with school policy. Written information and details will be given by parents and medical sources. The reasons and symptoms of the child's illness will be explained. The smallest dose possible of any medicine will be brought to school. Parents will be asked to sign a consent form and written indemnity to safeguard staff from accusations of negligence.

At all times the aim to prevent accidents and safeguard all parties involved.

Staff will only administer **prescription** medicine. Only medicine prescribed to be given 4 times a day will be given. This will only be administered by a named person. Under no circumstances should staff administer off the shelf medicines or home remedies.

Any named child with a long-term medical condition will have a medical care plan and the detail of this will be followed by all concerned.

Procedure

At some time during a pupil's school life, he/she may need to take medication - e.g. to finish a course of antibiotics.

To minimise the amount of time a pupil is away from school, it may be necessary to continue such treatment after the pupil returns to school. Where this happens, it is advisable that the dose-frequency is prescribed 3 times per day rather than 4 times per day, so that the pupil need not take the medication whilst at school.

This procedure is endorsed by health professionals and this school policy encourages parents to request such a dose frequency from the GP.

If it is essential for medication to be taken to school the pupil should normally only bring a single dose of medicine with them. However, there may be occasions when a bottle of medicine has to be taken to school.

Any **prescribed** medication brought into school must be clearly marked with the name of the pupil and the recommended dosage. It must be kept secure (in the medication fridge in the staff room) unless there are valid reasons for the pupils to keep that medication with them (e.g. asthma inhaler). The key for the medication fridge is kept in the key press in the main office (clearly labelled).

Medication that is not prescribed cannot be administered by any school staff.

The medicine will be stored in a designated place. Access to this is limited to the named people.

Should parents request that prescription medication is administered to a child or young person they should complete a medication form at the school office, giving precise details about the medication. Only on receipt of the form will staff administer medicine.

If the school agrees to dispense the medication, arrangements must be made with parents and the child/young person to pass the medication to a member of staff when the child/young person attends each day. The staff member who is given the medication will need to ensure:

- The medicine is in its original container
- Name of medicine
- Means of administration
- The child's name is clearly on the label of the container
- The dosage and frequency of dosage is marked on the label
- The medicine is not out of date

Should any of this information be unavailable the medicine should be returned to the parent.

If the information on the medicine is acceptable and parental consent in writing has been obtained the medicine should be put in the designated place immediately.

Adults must always bring the medicines into school and give them to a member of staff. Children must NEVER bring medicines into school by themselves.

When it is time to administer the medication the member of named staff will administer it in the designated first aid area. The member of staff administering the medication will sign to say the medicine has been administered.

When the child is returned to the care of his or her parents the medication will also be returned to the parents.

Refusal to take medicine

On occasions a child may refuse to take prescribed medicines. Staff must never force a child/young person to take medicine. Staff may gently persuade the child to take the medicine according to the child's age and understanding. However, this should not become oppressive and if the child continues to refuse the medication parents/carers should be informed as soon as possible.

The child must never be restrained in order to take medication.

Hay fever / allergies

There are times within the summer when the pollen count is extremely high and some children suffer greatly with hay fever. Parents should give the child preventative medicine at home before coming to school each day.

If following a doctor visit parents wish for an extra hay fever tablet or medicine to be administered this will be done under the full guidelines written above. The staff cannot give a dose greater than that described on the bottle and appropriate to the age group.

Young people self-medicating

As young people grow older or more mature they should be encouraged to take responsibility for their own medication. In the case of asthma inhalers this is acceptable but all other medicines will fall within the rules above at this school.

Training for staff

Most medication does not require specific training but some may require training e.g. injections, invasive procedures etc. Staff must never administer medicines of this nature unless they have had specific training. If there is a child with such a need in the school the school nurse will be asked to provide training for staff.

Responsibility

It is the responsibility of all staff to follow the guidelines in this policy.