

## Administering Medication Policy

Date written: December 2021

Date agreed:

Date for review: December 2023

Name: Mrs. Anna Fisher

Date: 2<sup>nd</sup> December 2021

Signed:

### THE AIMS OF THIS POLICY

- to support regular attendance of all pupils
- to ensure staff understand their roles and responsibilities in administering medicines
- to ensure parents understand their responsibilities in respect of their children's medical needs
- to ensure medicines are stored and administered safely

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after. Even if they have improved, children may not return to school for at least 48 hours into a course of antibiotics, or after their last bout of vomiting and diarrhoea.

The Trinity Partnership is committed to ensuring that children may return to school as soon as safely possible after an illness (subject to the health and safety of the school community) and that children with chronic health needs are supported in school. This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

### PRESCRIPTION MEDICINES (INCLUDING CONTROLLED MEDICATION)

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day);
- All medicines should be taken (and collected) directly to the school office by a responsible adult;
- All controlled medication (such as ADHD medication) must be accompanied by a **red** Permission to Administer Controlled Medication Form.
- All controlled medication must be kept in a clearly marked container and locked in a secure location.
- Medicines will only be accepted in the original container as dispensed by a pharmacist with the prescriber's instructions for administration;
- The medicine should be clearly marked with the child's first name and surname;
- The appropriate dosage spoon should be included with all medicines sent to school;
- All medicines will be administered by two staff members and will be recorded on the permission to administer medicine form.

**Medicines will only be accepted for administration in school on completion of the appropriate form by a parent or carer.**

#### **NON-PRESCRIPTION MEDICINES**

- We will also administer non-prescription medicines if necessary. They must also be handed in at the office by a responsible adult and they will not be given to children without prior written permission from parents as above;
- They should be clearly marked with the child's first name and surname;
- Children must not carry medicines themselves for self-administration during the day. The medicine must be collected from the office and taken under the supervision of two adults;
- Any non-prescription medicine administered will also be recorded on the permission to administer medicine form.
- We will not give paracetamol or ibuprofen routinely as their primary use is to control raised temperature for which a child should be at home.

#### **ROLES AND RESPONSIBILITIES OF SCHOOL STAFF**

- Staff at Trinity Partnership are expected to do what is responsible and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self administration. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so;
- All medicines are stored securely in the office with access only for staff;
- Asthma inhalers are kept in containers within each classroom with each pupil's inhalers named and the child's asthma record included for record of medication taken;
- Epi-pens will be stored in a separate container for each child requiring the precaution within their classroom, out of reach of other pupils;
- Staff must complete the 'medication records' each time medicine is administered within school time;
- Relevant staff will be trained on how to administer Epi-pens.

#### **PARENTS RESPONSIBILITY**

- Parents are responsible for informing the school of any medical conditions their child is receiving treatment for e.g. asthma, allergies, and speech or hearing defects and completing a Healthcare Plan which will be kept in the child's pupil file and by the class teacher if necessary.
- In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the permission to administer medicine form kept in the office before a medicine can be administered by staff;
- Parents are responsible for ensuring that all medication kept in school e.g. asthma pumps, Epi-pens are kept up to date;
- Medications should be collected at the end of each school year with forms to complete thus enabling the review of each pupil's needs annually.
- Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.

### **LONG TERM AND COMPLEX NEEDS**

Where a child has significant or complex health needs, parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals.

### **SAFE STORAGE OF MEDICINES**

**The school is responsible for ensuring that all medicines are stored safely:**

- Medicines should be stored in the supplied container, clearly marked with the child's name, class, dose and frequency of administration;
- Medicines are stored in the school office under adult supervision or in the classroom in the case of asthma inhalers and epi-pens;
- Where medicines need to be refrigerated, they will be kept in an assigned fridge.

### **MANAGING MEDICINES ON SCHOOL TRIPS**

On school visits, the teacher is responsible for taking the relevant medicines for each pupil. They may agree to take temporary responsibility for administering medicine e.g. antibiotics or travel sickness pills, following the above procedure.