



COPTHORNE PRIMARY SCHOOL

ADMINISTRATION OF MEDICATION POLICY

Date of issue		Review date		Date ratified by Governing Body	
May 2018		May 2019		18 th July 2018	
	Print name	Signature		Date	
Head Teacher	Mrs C Shepherd				
On behalf of Governing Body	Mrs N Hussain				

Copthorne Primary School

Administration of Medication Policy

Policy Statement

Introduction

This policy outlines how we will support children with medical needs. All children may have some medical condition at some time in their lives which, if poorly managed, could affect their participation in school activities.

This policy is intended to clarify how the school will support those children. This will:

- Benefit the child directly
- Give clear guidelines to staff, parents/carers and carers

Principles

Every child has individual needs. The school will do its best to ensure that all children with medical needs are fully included in the life of the school.

Parents/carers have prime responsibility for children's health care. The school will aim to support parents/carers and children where there are health issues.

Children with long-term needs will have a care plan, agreed by parents/carers, school staff and the relevant medical practitioners.

There is no legal duty requiring school staff to administer medication.

In general parents/carers should come into school to administer medication. Where this is impossible, in the case of children with specific medical needs, a nominated member of staff should administer the medication following the guidelines below. Only staff who have received the appropriate training/guidance should administer medication. These members of staff will be fully supported by the school.

We will not allow children to administer medication without supervision, unless this is a specification of the care plan. Exceptions may be made for asthma medications as outlined below.

Implementation

Medicines needed during the day

It is expected that any medicines needed during the school day would normally be administered by the parents/carers. School will provide a room for this (First Aid/Learning Mentors room).

Staff conditions of employment do not include giving medication or supervising a pupil taking it, although it may be necessary in the case of children with specific medical needs for a member of staff to administer certain medications as outlined above.

The school will support any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil. They should have proper training and guidance from a qualified medical practitioner and be aware of any possible side effects of the medication and what to do if they occur.

The medicine must be supplied by parents/carers, with written instructions, and they must fill in the consent and instruction form. Without this we will not administer medicine, except in exceptional circumstances.

Medication not supplied by a doctor

We will not administer medication, such as Calpol or Paracetamol, unless a medical practitioner has prescribed it. If a child is in pain we will contact the parents/carers as soon as possible and invite them to come and administer pain relief.

Long-term needs

Where a child has long-term needs, we will work with medical practitioners and parents/carers to create and implement a care plan.

School trips and sporting activities

We will request specific instructions from parents/carers for medication on visits. The guidelines remain the same as for medication in school. Any anti-sickness medication will only be given on the return journey of a school visit, with the written consent of parents. An identified adult, with the exception of inhalers for older children, will keep all medication. Paracetamol, ibuprofen or similar medicines will **not** be administered to pupils as a preventative measure such as before bedtime during residential or on any occasion unless prescribed by a qualified medical practitioner.

Self-management

We consider our children too young to handle or administer their own medication, except where this has been specified in the care plan. An exception to this is the use of inhaled 'reliever medications' for asthma, such as Salbutamol. Older children may be best placed to know when doses are appropriate. Frequent use may warrant review by the child's medical practitioner. Such self-administration can only be countenanced if parents/carers are fully aware and supportive of a child's self-management, and when it reflects a child's management outside school. It is the parent's/carer's responsibility to ensure that medication of this type is in-date and that it is replaced as necessary.

Record keeping

Parents/carers must fill in the consent form and instructions, which must be retained in school. We will keep a record of medicines administered. If a child has a long term condition that requires daily medication, they will have their own file containing recording sheets. If the medication is temporary (i.e. penicillin) then administration of such medicine

must be recorded in the general administration of medication file. All these files are located in the first aid room/leaning mentor room.

Storage

Where possible the required dosage of medicine should be brought to school each day, to avoid the dangers of bulk storage. Where this is not possible, medicine must be provided in a sealed container with the child's name, details of dosage and other instructions.

Medicines should be stored in the medical room cupboard with the exception of asthma inhalers and EpiPens where the care plan specifies otherwise. Any medicines requiring refrigeration will be kept in the fridge located in the medical room.

Emergency Inhaler Kits

See Asthma Policy

Disposal

It is the parent/carer's responsibility to dispose of old medicines.

Hygiene and Infection Control

Normal hygiene procedures should be followed for example, latex gloves should be worn when dealing with any bodily fluids.

Anaphylaxis

Special procedures and training are in place for children who may need an EpiPen. These children have individual care plans.

Diabetes

Special procedures and training are in place for children who have diabetes. These children have individual care plans.

Staff Medication

During the induction programme, at the start of each academic year and through the staff handbook all staff are made aware of the fact that they must inform the School Leader if they need to bring personal medication, which may be harmful to others, to work. Staff are personally responsible for ensuring the security of these items as part of their duty to safeguard children.

Appendix 1

Copthorne Primary School

SUPPORTING CHILDREN WITH MEDICAL NEEDS IN SCHOOL

The Administration of Medicines in School

The school will not give your child any medication unless you complete and sign this form and the Head Teacher has confirmed that school staff have agreed to administer the medication and, where necessary have received appropriate training.

DETAILS OF PUPIL

Surname	
Forename(s)	
Address	M/F
	DATE OF BIRTH
	CLASS/FORM
Condition or Illness	
Medication	
Name/type of medication (as described on container)	
For how long will your child take this medication?	
Date dispensed	
Full directions for use	
Dosage and amount (as per instructions on container)	
Method	
Timing	
Special storage instructions (explain if medicine should remain in school or return home daily or stored in a fridge)	
Special precautions	

Side effects		
Self administration		
Action to be taken if pupil refuses to take the medication		
Procedures to take in an emergency		
CONTACT DETAILS		
Name		
Daytime Telephone No		
Relationship to Pupil		
Address		
<p>I understand that I must deliver the medication personally to (agreed member of staff in the office) and I consent to authorised staff administering the above medication to my child. I accept that this is a service that the school is not obliged to undertake.</p> <p>I consent to medical information concerning my child's health to be shared with other school staff and/or health professionals to the extent necessary to safeguard his/her health and welfare.</p> <p>I confirm that the medication has been prescribed by a doctor/consultant and that this information has been provided in consultation with my child's doctor/consultant.</p> <p>I consent to the administration of an emergency inhaler if my child's inhaler is broken/lost/empty/has been left at home. YES/NO</p> <p>I consent to the administration of an emergency Epipen if my child's Epipen is broken/lost/empty/out of date. YES/NO</p>		
Signature		Date
Signature		Date

Each item of medication must be delivered in its original container and must be clearly labelled with the following information: pupil's name, name of medication, dosage, frequency of dosage, date of dispensing, storage requirements (if necessary) and expiry date.

Appendix 2 – Short Term Record of medicine administered to all children

Copthorne Primary School

[illegible]

Administration of Medication Policy

I have read, understood and agree to comply with the Administration of Medication policy for Copthorne Primary School.

Name:

Signature:

Date: