



Colley Lane Primary Academy

"Never settle for less than your best"

Subject: Administration of Medication

Issue Date: January 2019

Safeguarding Statement

At Colley Lane Primary Academy, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Colley Lane Primary Academy. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.



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 access to education. Most children with medical needs are able to attend school and, with some support from school, can take part in most normal school activities. Colley Lane is committed to ensuring that children with medical needs have the same right of access as other children.

All medical information is treated confidentially by the head teacher and responsible staff. All administration of medicines is arranged and managed in accordance with the DfE guidelines. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims and Objectives

Our administration of medicine requirements are achieved by establishing principles for safe practice in the management and administration of:

- Prescribed medicines
- Non-prescribed medicines
- Maintenance drugs
- Emergency medicine

The school will:

- Provide clear guidance to all staff on the administration of medicines
- Ensure that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensure that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensure the above provisions are clear and shared with all who may require them
- Ensure that this policy is reviewed periodically or following any significant change which may affect the management or administration of medicines



Administration of Medicines

The administration of medicines is the overall responsibility of the parents/carers. The head teacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents/carers.

Prescribed medicines

Prescription medicines should be administered at home wherever possible, for example medicines that need to be taken 3 times a day can usually be taken before school, after school and at bedtime. Prescribed medicines will only be administered by the school where it is 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. School 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 medication
- Dosage
- Written instructions provide by prescriber
- Expiry date

A parental agreement form must be filled in and signed by the parent/carer. No medication will be given without the parent's/carer's written consent. An individual record will be created for the child and filled in every time the medicine is administered.

Prescribed medicine, other than emergency medication will be kept in the Medical Room either in a locked cupboard or refrigerator as appropriate. All emergency medicines will be kept either in the child's classroom or the office.

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 relevant health care professionals.

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.

Controlled Drugs

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

Controlled drugs should be stored in the locked cupboard in the medical room, and only specific named staff allowed access to it. Each time the drug is administered it should be recorded and 2 staff be present and sign to say it has been administered or if the child refuses, the parents should be informed as a matter of urgency.

As with all medicines, all unused medication should be returned to the parents/carers and a record kept of date and amount returned. If this is not possible, it should be returned to the dispensing pharmacist. ***It should never be thrown away.***

Non-prescribed medicines

Non-prescribed medication will only be administered in exceptional circumstances at the discretion of the head teacher. If nonprescription medication is to be administered, the parent/carer must complete a parental agreement and the same procedure will be followed as for prescription medication.

Administering Medicines

Medicines will only be administered by members of staff who have been trained in the safe administration of medicines. Appropriate training will be arranged for the administration of any specialist medicines. The Inclusion Manager and SENCO will hold a list of appropriately trained staff.



When a member of staff administers medicine, they will check the child's Administration of Medication Permission and record forms against the medication, to ensure the dose and timing are correct. They will then administer the medicine as required and record on the child's medication form. For long-term medication, an administration of medication continuation sheet will be used.

Refusing Medication

If a child refuses 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 parents.

Offsite Visits

It is good practice to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits should be aware of any medical needs to participate in offsite visits. 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 the appropriate medication is taken on the visit.

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.

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 sign a consent form for any medicines which they need to take during the visit, plus consent for emergency treatment to be administered.

Disposal of Medicines

Medicines will be checked regularly to ensure they have not exceeded their expiry date. All medicines will be sent home at the end of the academic year. Parents/carers are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal. If



parents do not collect all medicines, they should be taken to the local pharmacy for safe disposal.