



Hall Green Primary School



Policy for the Administration of Medicines

Adopted by Behaviour, Health and Safety Committee 25TH November 2021

Next review due November 2024



Policy for the Administration of Medicines

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Policy aims

- To support individual children with medical needs to achieve regular attendance.
- To reduce cross-infection risk between children, to increase whole-school attendance.
- To ensure that medicines given at school are stored and administered safely.

Administration of medicines

- If a request is made for medicines to be administered to a child during school hours, an orange consent form must be filled in and signed. These forms are kept in a locked medicine cupboard with the medicines to be administered to a child.
- A qualified First Aider will administer these and sign the form accordingly. Should a First Aider not be available, other staff should gain permission from a member of the Senior Management Team.

Children with serious medical needs

- The Senior First Aider (currently Mrs Payton) is responsible for compiling a whole school register of children with medical needs. This register is reviewed and updated at the start of each school year and also updated at any point during the school year if appropriate. Each teacher will be provided with a year group register of children with medical needs at the beginning of each school year and an updated register at any point during the year that it is appropriate (i.e. should medical information need to be changed or added).
- Photographs of pupils with serious medical needs and their personal health care plans are on view in the staff room. The Senior First Aider (Mrs Payton) and the SENCo will ensure that this information remains up-to-date and will alert staff should there be a change to the action required to avoid life threatening or debilitating outcomes.
- It is the responsibility of all staff to make themselves aware of the medical issue and the immediate action required should an emergency occur. The senior First Aider (Mrs Payton) or the SENCo (Mrs Gilbert) will alert staff who do not usually use the staffroom (e.g. MSAs) to the information available at the start of the year and to any changes within the year.

Medicines

- Medicines that have been prescribed by a doctor, dentist or nurse prescriber should always be presented at school in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- We will not accept medicines that have been taken out of the container as originally dispensed. The school will accept insulin that is inside an insulin pen or pump rather than its original container, but, unless instructed otherwise by governmental agencies (e.g. in times of national shortage), it must be in date.
- We will not make changes to the stated dosage on parent's instructions.
- Ideally, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours and parents will be encouraged to ask their prescriber if this is possible.



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- In some exceptional circumstances (as decided by the senior First Aider, the Head Teacher or Deputy Head Teacher) we will administer medicines that have been bought over the counter such as Piriton and Calpol. However, staff will never give a non-prescribed medicine to a young person unless there is a specific prior written agreement from parents which includes a specified dosage and frequency of administration in line with the recommendations provided with the product.
- A young person under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor and therefore we will refuse any request for over-the-counter varieties of these specific medications to be administered.
- Medicines brought into school are kept in a locked cupboard. They should be stored strictly in accordance with the product instructions and in the original container in which they were dispensed.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.
- Staff taking receipt of medicines should ensure that the supplied container is clearly labelled with the name of the child's name, dosage of the medicine and the frequency of administration.
- All medicines, including controlled drugs, will be returned to the parent for them to arrange for safe disposal when no longer required.
- Any medicines presented for administration in school should be collected at the end of each school day. Exceptions to this relate to medication which is required for longer term conditions (e.g. inhalers) or potentially critical conditions which may require immediate administration of medication (e.g. epi-pen)

Educational Visits

- Prior to any residential visit taking place medical forms will be completed by the parents/carer of all pupils. This will allow the school to consider what reasonable adjustments may need to be made to enable young people with medical needs to participate fully and safely on visits.
- Arrangements for taking any necessary medicines will be taken into consideration when completing relevant risk assessments.
- All medical conditions should be documented on the risk assessment and have specifically linked control measures in place.
- Children and adults who have specific/potentially critical medical needs require a specific risk assessment written for them which addresses their needs, details care requirements and actions to be taken in the case of an emergency.
- Staff supervising excursions will always be aware of the medical needs, relevant risk assessments and emergency procedures of pupils in their care and other accompanying adults.
- Copies of medical forms will be taken on the visit and relevant information also stored in school.
- If staff are concerned about whether they can provide for a young person's safety, or the safety of others, on a visit, the school will seek parental views and medical advice from the school health service and/or the young person's GP, Specialist Nurse or Hospital Consultant. The Head Teacher is responsible for making the final decision regarding a child's participation in these instances.
- Prior to the residential medication should be handed to the group leader or accompanying First Aider by parents/ carers. All received medication must comply with the required documentation (see above). The details of such medicines are to be entered into a log that is taken on the trip. A copy of this log must be left with the school office staff. Following the visit, the Group Leader or accompanying First Aider will hand back any medication to the child's parent. (Medication will not be handed back to the child).



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- Travel sickness medication may be administered for the return journey of a school trip if required, medication for the outward journey having been administered by the parent or carer. An orange consent form must be completed in these circumstances.
- Should the attending First Aider assess that a child needs to be given an over the counter form of pain-relief (i.e. Calpol) or anti-allergy medication (e.g. Piriton), parental consent must be gained via a phone call. The call and consent must be logged and include all relevant detail
 - name of child
 - name of adult providing consent
 - name of adult requesting consent
 - specific medication and dosage consented to
 - signature of adult requesting/gaining consent
 - name of adult administering medication for each administration
 - specific medication and dosage for each administration
 - date(s) of administration
 - time(s) of administration
 - signature of adult administering medication for each administration

Asthma

- Inhalers must be taken to each PE lesson by the child requiring this medication.
- A list of children in school with severe medical needs is kept on the notice board in the staffroom and is updated regularly. We encourage children with asthma to participate in all aspects of the curriculum including PE.

Disposal of medicines

- It is not responsibility of the staff to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required, including those which have date-expired, are returned to a pharmacy for safe disposal.
- 'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

Adopted on behalf of the Full Governing Body by The Behaviour, Health and Safety Committee on:

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Policy Review date: November 2021

Signed

Chair of The Behaviour, Health and Safety Committee

Date

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