

# **The Federation of Abbey Infants and Junior Schools Administering Medicines Policy**

**July 2014**

Abbey Infant and Junior Schools' staff and governors believe that a clear policy that is understood and accepted by all staff, parents and children will ensure that children with medical needs receive proper care and support in school. The school believes that all children should attend school as regularly as possible and will manage prescription drugs that need to be taken during the school day and on outings and trips. In addition to this policy the schools will follow national and local guidelines.

In order for the policy to work effectively it is important that:

- Roles and responsibilities of staff administering medicines are clearly understood
- Parents and Carers understand their responsibilities in respect of medicines and:
  - Provide written permission for the school to administer prescribed medicines
  - Explain and give permission for the school to administer non-prescription drugs
  - Work in partnership with the school and the school nurse to assist children with long term medical needs
- The school maintains high levels of staff training
- Records are rigorously maintained
- Medicines are stored safely
- The school manages emergency procedures, risk assessment and management systems effectively

**IN ALL CIRCUMSTANCES THE SCHOOL WILL DO ALL THAT IT CAN TO PERSUADE THE PARENT/CARER TO COME INTO SCHOOL TO ADMINISTER MEDICINES.**

**It would be helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours.**

**IN ORDER TO REDUCE THE TIME A CHILD IS AWAY FROM SCHOOL, THE SCHOOLS WILL ADMINISTER MEDICINES SUCH AS ANTI-BIOTICS**

### **Prescription Drugs**

- Only appointed staff should administer prescription drugs
- The schools will NEVER accept medicines that are out of their container as originally dispensed
- The schools will never change the dosage written on the container

### **Non-Prescription Drugs**

Non-appointed staff should NEVER give non-prescribed drugs to a child. No child should ever be given aspirin or ibuprofen unless prescribed by a doctor.

- Only appointed staff should administer non-prescription drugs
- An Indemnity Form will be completed for each member of staff
- The schools will NEVER accept medicines that are out of their container as originally dispensed
- The schools will never change the dosage written on the container

### **Long Term Medical Needs**

Working alongside parents and medical experts including GPs, the schools needs to be fully informed of the child's needs. It is essential that we have sufficient information in order for the child's needs to be supported through a care plan. (Reference should be made to 2005 DfES document). The Inclusion Leader will be responsible for the effective transition of children between year groups and schools liaising with medical professionals.

### **Administering Medicines**

No child in our schools should be given medicines with written parent consent. Appendix 4 of the Children and Families Management of Children with Medical Needs should be completed by the parent giving permission for medicine to be administered by staff.

Staff administering medicine should:

- Be willing to perform the task
- Be trained where necessary for the task
- All staff will sign Indemnity Form (Appendix 10) when they join the schools

Staff should check:

- The child's name
- The prescribed dose
- The expiry date
- The written instructions on the packaging
- A record is maintained using Appendix 5 of LA Guidance
- A pupil record will be maintained (Appendix 6) and a copy given to the parent/carer

**If in doubt, staff will not administer medicines without checking with parents/carers**

### **Self-Management**

Children who are able will be supported to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines will be kept in storage so access will only be through the school office.

### **Educational Visits**

- All medicines required by children should be included in the overall risk assessment
- Medicines not self managed will be in the safe care of a nominated and willing member of staff
- Complex medical needs for a specific pupil may require the completion of a health plan.

### **Sporting Activities**

- All medicines required by children should be included in the overall risk assessment
- Medicines not self managed will be in the safe care of a nominated and willing member of staff
- Complex medical needs for a specific pupil may require the completion of a health plan.

### **Governors and the Head Teacher will:**

- Ensure that all staff including new staff are aware of this policy by publishing it in the Staff handbook
- Ensure that all staff involved in administering medicines are willing and receive appropriate training
- Ensure the policy is made available to all parents and carers through the website and handbooks
- Liaise with parents and medical advisor to agree the school's approach to supporting individual children in school with reference to the LA Guidance

### **Staff**

- All staff will be notified of the possible medical risks attached to individual pupils including emergency action and emergency contacts
- Teachers' Conditions of Employment do not include the giving or supervising of pupils taking medicines
- Support members of staff may agree to administer prescribed medicines should receive appropriate training

### **Storing Medicines**

- Medicines should be stored away from children
- They should be stored in their original containers and refrigerated where necessary
- The school office will be responsible for knowing where medicines are stored
- Children should know where their medicines are kept and who is responsible
- Emergency medicines such as asthma inhalers are stored:
  - In classrooms at Abbey Infants
  - Are the responsibility of children at Abbey Juniors
- Adrenaline Pens are stored in the office during the day. At lunchtimes they are stored with the Principle MDS

### **Key Points**

- **THE SCHOOL WILL NOT NORMALLY AND REGULARLY ADMINISTER MEDICINES TO CHILDREN UNLESS THIS POLICY APPLIES**
- **NO TEACHING STAFF WILL ADMINISTER MEDICINES OR SUPERVISE CHILDREN SELF ADMINISTERING MEDICINES**
- **ANY MEMBER OF STAFF WILLING TO ADMINISTER MEDICINES WILL BE TRAINED APPROPRIATELY**
- **ANY AND ALL MEDICINES WILL BE NOTIFIED TO THE SCHOOL OFFICE**
- **THE SCHOOL OFFICE WILL SUPERVISE ALL MEDICINES:**
  - **It will know where the medicines are in school**
  - **It will ensure that information about medical conditions and medicines will be discussed when children join the school**