

Fallings Park Primary School Policy for Administering Medicines

The school follows the 'Managing Medicines in Schools and Early Years Settings' guidance.

Medicines should only be taken to school or settings when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school or setting 'day'.

For Policy and guidance on Asthma and the use of inhalers please refer to the School's Asthma policy.

Which medicines will the School Administer?

School will only accept medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. Only these instructions will be followed.

School will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

If instructions appear unclear, rewritten or altered then the medicine will not be accepted for administration. Instructions on the parental agreement must exactly match the labelled medication.

Where clinically appropriate, medicines prescribed in dose frequencies should be taken outside school hours.

It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

Procedure for administering medicine in school.

Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Level 3 Teaching Assistants with paediatric first aid training are trained to administer prescribed medicines.

Administration times for medicines are identified on the agreement form as the named person to supervise the administering of the medicine.

The current designated members of staff are L3 TAs that work with that year group. If a particular member of staff is absent this will be covered by another L3 TA.

If in doubt about any procedure, staff should not administer medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school or setting.

- Parent/carer collects/completes form 'Parental Agreement for School to administer Medicine'. (Appendix A)
- This is submitted to the School office along with the medicine prescribed by a professional as outlined above.
- School office staff cross check information on the agreement form with prescription instructions.

- If the form, medicine and instructions meet the criteria outlined above, the medicine is accepted and the HT signs. (Appendix B)
- Medicines, forms and record of administration are stored in the School Office and refrigerated in SLT kitchen area if appropriate. These offices are secure and do not have any pupil access.
- The designated Level 3 Teaching assistant collects form and medicine from the school office at the time recorded on the agreement form. (Appendix C)
- Medicines are administered in either Meeting Room 1 or 2.
- **The School will not accept any responsibility for missing a medicine administration. If the parent has any doubt, the parent must attend the administration.**
- Parents of children who carry medicine complete Appendix D.
- Whilst the School recognises that it is good practice for another adult to be present during medicine administration, this is not always practical.

Refusing Medicines

If a child refuses to take medicine, we do not force them to do so, but will note this in the records. Parents are informed of the refusal on the same day.

Reviewed September 2021.