

## **2017 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 that have been 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 and 4 Teaching assistants with paediatric first aid training are appropriately trained to administer prescribed medicines as part of their duties.

2017-18

Tiny Trees	L White (L Jones)
Nursery	E Slack (Helen Allman)
Reception	Z Lewis (S Murray)
Year 1	A Steventon (C Cooper)
Year 2	W Ward (K Peck)
Year 3	P Harrar (C Neate)
Year 4	L Sond (C Neate)
Year 5	S Jenkins (J Gripton)
Year 6	J Gripton (S Jenkins)

These teaching assistants will be identified on the agreement form as the named person to supervise the administering of the medicine at the appropriate times. Those with names in brackets cover in case of staff absence.

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 and 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 nominated staff member collects form and medicine from the school office at the time recorded on the agreement form. (Appendix C)
- Medicines are administered in an appropriate area to the child – not in corridors or main reception area
- It is the responsibility of the pupil to remember to attend for administration at the correct time. If the parent has any doubt that the pupil cannot do so, the parent must attend the administration.
- Self-administration is encouraged and preferred. Where this is not the case, it should be recorded on the agreement form. Appendix D could be used to confirm, with the parents, that a member of staff will administer.
- It is good practice for another adult to be present alongside the designated prescriber (although this is not always practical)

### **Refusing Medicines**

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

**It is important that all staff follow these procedures in order to keep our children as safe as possible and for the protection of themselves.**