



BRAMLEY C of E PRIMARY SCHOOL

ADMINISTRATION OF MEDICINES POLICY (AND OTHER MEDICAL MATTERS IN SCHOOL)

Policy Statement

At Bramley C of E Primary School we ensure compliance with the relevant legislation and guidance in *Health Guidance for Schools* with regard to procedures for supporting children with medical requirements, including managing medicines.

Responsibility for all administration of medicines at Bramley C of E Primary School is held by the Headteacher who is the responsible manager.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the *Health Guidance for Schools* document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Ultimately parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition.

Parents should keep their child(ren) at home when they are actually unwell, and a child who has been physically sick or had diarrhoea should be kept at home for at least 48 hours.

Aims and Objectives

Our administration of medicine requirements will be achieved by, establishing principles for safe practice in the management and administration of:-

- Prescribed medicines
- Emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines.
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines

- Ensuring the above provisions are clear and shared with the relevant staff.
- Ensuring the policy is reviewed annually or following any significant change which may affect the management or administration of medicines.

Administration Procedures

The administration of medicines is the overall responsibility of the parents. The Headteacher 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.

Prescribed medicines

It is our policy to manage prescribed medicines (e.g. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents.

Emergency medicine

It is our policy (where appropriate) to manage the administration of emergency medicines such as:-

- Injections of adrenaline for acute allergic reactions

In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted. When deciding upon the administration of medicine needs for children we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

Individual health care plans will be completed by the school nurse for children where required and reviewed periodically in discussion with the parents and/or competent source to ensure their continuous suitability.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file.

Managing prescription medicines

Only medicines prescribed by a medical practitioner, in the original container, specifying the prescriber's instructions/dosage, and dispensed by a pharmacist, will be accepted. This also includes medicine such as Calpol and Nurofen.

Parents or an appropriate adult are requested to deliver and collect the medicine from the school office and will be required to complete an agreement for staff to administer the medicine on their behalf.

NB: It should be recommended to parents that medicines which need to be taken three times a day could be taken in the morning before school, in the afternoon after school and at bedtime. Or if a parent prefers, they may come into school at lunchtime to administer the medication themselves.

Records of all medicines administered are either kept in the office or medical room. Short Individual health care plans will be completed by the school nurse for children where required and reviewed periodically in discussion with the parents and/or competent source to ensure their continuous suitability.

Daily short term medical consent forms are kept in the school office. Long term medicine consent forms i.e. inhalers are also kept in the school office.

Managing Prescription Medicines whilst on Educational Visits

We endeavour to make sure that a qualified first aider attends all off site educational visits. It will be their responsibility to administer any prescribed medicines, which may need to be administered during the visit. Full instructions will be given to the First Aider by a member of the office staff.

A record of all medicines administered during a visit will be noted and the first aider will notify a member of the office staff on their return to school.

Roles and Responsibilities

Any member of staff who agrees to accept responsibility for administering prescribed medicines will be given appropriate training and guidance. Staff will only administer prescribed medicines at the request of the parent, providing the parent has followed the guidelines above and has signed the agreement for staff to administer the medicine on their behalf.

Staff will not administer a non-prescribed medicine to a child, or medicine which has not had a parental consent form completed.

If a child refuses medication this should be noted on the form and parents advised accordingly.

No child will be forced to take medication as this is not the responsibility of the school.

We will review the records and consent forms of all children with medication in school including inhalers, at the end of the academic year. Parents are responsible for checking medicines, including inhalers, are in date.

Information will be cascaded to staff i.e. Midday Senior Supervisor and Supervisory Assistants.

At the end of the academic year, all medication including inhalers, is returned to parents. New consent forms will need to be completed for the beginning of the new academic year.

Safe Storage of Medicines/Hygiene Control

It is the responsibility of all staff to ensure that the received medicine is prescribed by a Doctor, in the correct container and is clearly labelled with the appropriate child's name, dose and the frequency of administration. □

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

Medication which requires refrigeration is kept in the office refrigerator, where access to children is prohibited. □ Other medication inhalers and epipens are kept in the first aid cupboard located in the Medical Room.

Staff will be made aware of the normal procedure for avoiding infection control and basic hygiene routines.

Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

Training

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

Children with severe allergic reactions will be identified upon admission and the Headteacher and School Nurse will meet with the parents to undertake a medical action plan. The School Nurse is to carry out annual training with all staff.

A copy of certificates/training undertaken is held in the school office. Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

Children with head lice

Bramley C of E Primary School will comply with the Health Guidance for Schools (Hampshire County Council). □ If it is established that a child has live head lice and the child appears to be distressed or uncomfortable, the parents will be informed and asked whether he/she would prefer to have their child at

home for the remainder of the day to treat them. An authorised absence (Medical) would be recorded in this instance.

Sun cream procedures

At Bramley C of E Primary School we recognise the importance of keeping children safe in sunny weather and encourage parents to administer sun cream to their child before school. We also offer the option for children to bring into school a named sun cream/lotion which will be kept safe by the class teacher until it is needed. The sun cream will be for the named child only and on no account will the children be able to share. We also request that children bring a sun hat into school.

Disposal

It is not the responsibility of Bramley C of E Primary School 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.

Emergency Procedures

All pupil records with a list of contacts are maintained on Sims.net, with a paper copy located in the Admin Office.

When a medical condition causes a child to become ill/or in the event of a serious injury, an ambulance will be summoned immediately. In all circumstances the Headteacher is to be informed that an ambulance has been called.

The first aider/appointed person will call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a child having an allergic reaction and/or needing an epipen
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where one is suspected
- Whenever the first aider is unsure of the severity of the injuries.

Date of review: October 2012

Date of next review: October 2015