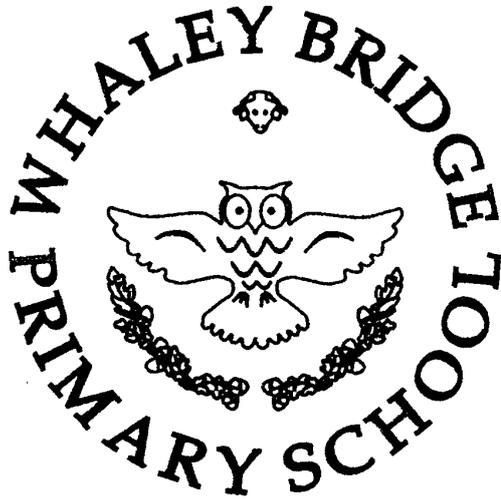


# WHALEY BRIDGE PRIMARY SCHOOL



## Administration of Medicines Policy

**Whaley Bridge Primary School follow the Derbyshire County Council guidance relating to the administration of medicines within School. This document (140 pages) is available in the office for further information. National guidance is also available on the DfE website.**

### **Medication**

It is the policy of Whaley Bridge Primary School not to administer medication to children unless it is an essential medical need.

Parents should, wherever possible, administer or supervise the self-administration of medication to their children. Parents are required to administer prescribed medication outside of school wherever possible (before and after school or by the parent visiting the establishment - e.g. 4x per day antibiotics).

The School would not expect to undertake the administration of medicines where intimate contact is necessary or where technical or medical knowledge or expertise is required unless a Health Care Plan is drawn up. This will take place after consultation with parents, family and health professionals.

Parents must seek the Head Teacher's permission for medicines to be administered to their child. A form giving permission and a labeled, measured dose needs to be provided by the parents if it has been deemed necessary for staff to administer medicine.

### **Legal Obligation to Administer Medicines**

There is no legal obligation that requires school staff to administer medicines.

Agreement to do so must be voluntary. Where the school agrees to administer medicines or carry out other medical procedures, staff will receive appropriate training and support from health professionals. They will be made aware of the correct procedures to follow in administering medicines, and in procedures in the event of a child not reacting in the expected way.

### **Prescribed medicines**

If medication needs to be administered at set times during the school day, the following arrangements will be made by the school with the parent or guardian to allow the school to take on the responsibility:

1. The parent or guardian will be asked to complete the parent consent form giving all the relevant details. In so doing, the parent/guardian consents to the school administering medication to their child for the duration of the course of medication. A copy of the parental consent form will be kept in the school office.
2. For pupils requiring regular doses of medicine on a long-term basis (e.g. in the case of chronic illness), the parents will be asked to discuss the implications of the illness with the Head Teacher and the class teacher, and a decision will be made as to the arrangements necessary to administer the medication and support the child. Parents will be asked to complete a consent form for the school for the administering of the medication and a Healthcare Plan (Appendix 1) may be drawn up.
3. Medicines should always be provided in the original container as dispensed by a pharmacist and include the name of the child and the

prescriber's instructions for dosage and administration. School will not accept medicines that have been taken out of the container and will not make changes to dosages on parental instruction.

4. Some pupils with chronic complaints may well be taking responsibility for administering their own medicine, including inhalers. In these cases a parental consent form together with clear instructions, must be completed, and parents must liaise closely with the child's class-teacher. The written parental consent will be kept in a folder in the disabled toilet.

### **Non-Prescribed Medicines**

Non-prescribed medication is not permitted in school (including painkillers such as Paracetamol e.g. "Calpol", ibuprofen and aspirin) and must not be brought to school by pupils. Cough/throat sweets, "Strepsils" etc. are not to be brought to school by pupils.

### **Safe Storage of Medicines**

The school will only store and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions; this includes medicines that need to be refrigerated (school refrigerator in the school office). Children will be informed where their own medicines are stored. All emergency medicines, such as asthma inhalers and adrenaline pens "epi-pens", will be readily available to children and will not be locked away.

### **Receiving/returning medicines**

Medicines will be received at the start of the school day via the school office. Consent forms must be completed by the parent/guardian at this time. Medicines will be returned to the parent/guardian at the end of the school day via the school office.

### **Emergency Medicines**

If a pupil requires emergency medicines (inhalers, "epi-pens" etc), the parents / carers must inform the school and complete a parent consent form. An inhaler must be in school, at all times. It is the responsibility of the parent /carer to ensure that the medicine is not out of date.

Parents / carers need to inform the school by letter if the pupil no longer requires their emergency medication.

Parents are required to sign an Inhaler form notifying the school of what triggers asthma attacks, required dose etc.

### **Training**

Any specific training required by staff on the administration of medication ( e.g. adrenaline via an "epi-pen") will be provided by or through the school nurse.

Staff will not administer such medicines until they have been trained to do so. The school will keep records of all staff trained to administer medicines and carry out other medical procedures. Training will be updated as appropriate.

### **Offsite visits**

All staff supervising visits should be aware of any medical needs, medication to be administered and the relevant emergency procedures. Where necessary an individual risk assessment should be drawn up. It should be ensured that a member of staff who is trained to administer any specific medication accompanies the pupil and that the appropriate medication is taken on the visit.

### **Hygiene and Infection Control**

When administering medication, all staff will follow the guidance provided by Department of Children, School and Families and the National Health Service on the prevention of contamination from blood borne viruses.

### **Evaluating the Policy**

This policy statement and the school's performance in supporting pupils requiring medication at school will be monitored and evaluated regularly by the Governing Body through the Head Teacher's report.

It will be formally reviewed every three years to ensure that the policy enables all children to have equal access to continuity of education.