

FINEDON SCHOOLS

POLICY FOR THE ADMINISTRATION OF MEDICATION (This policy should be read in conjunction with the Supporting Pupils with a Medical Condition Policy)

1. The Governors and staff of Finedon Schools wish to ensure that pupils with medical needs receive proper care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed or over the counter medication during the school day, where those members of staff have volunteered to do so. These school staff will be named and be given training on school procedures.
2. Any parent/carer requesting the administration of medication will be directed to the school website to view the policy.
3. Medication prescribed by a doctor or nurse practitioner or over the counter medication, such as paracetamol, is accepted in school. School to inform the school nurse of any pupil, who has been prescribed a controlled medication e.g. Methylphenidate (e.g. Ritalin, Equasym). Controlled drugs are subject to the prescription requirements of Drug Regulations. The prescribing doctor is responsible for informing the patient when a drug belongs to this group. They are most unlikely to be prescribed to children at school except Methylphenidate (e.g. Ritalin, Equasym). Controlled drugs will be kept in a locked box which is in the staff room at the Infant School and the school office at the Junior School. In cases where the medicine needs to be kept refrigerated, it will be placed in the staff fridge at both schools.
4. Medication will not be accepted anywhere in school without complete written and signed instructions from a parent/carer. (See Appendix 6 of the Supporting Pupils with a Medical Condition Policy).
5. Parents/carers will be encouraged to administer medication wherever possible.
6. Only reasonable quantities of medication should be supplied to the school by a responsible person and kept with the parental agreement to administer the medication form. All records should be kept in the Medical File.
7. Each item of medication must be delivered in its original container and handed directly to a nominated person authorised by the Headteacher which is any member of the office staff, or Leadership team including Headteacher, Deputy Headteacher and Assistant Headteacher.
8. Each item of prescribed medication must be clearly labelled with the following information:
 - a. Pupil's name
 - b. Name of medication
 - c. Dosage
 - d. Frequency of dosage
 - e. Date of dispensing
 - f. Storage requirements (if important)
 - g. Expiry date (if available)

9. Each item of over the counter medication should:
 - a. Be clearly labelled with the pupil's name
 - b. Be in date
10. The use of over the counter medication should normally be limited to a maximum of 48 hours (except for seasonal conditions such as hay fever). If symptoms persist then it may be appropriate for school to advise the Parent/Carer to seek medical advice.
11. The Parent/Carer should confirm that any medicine has previously been administered without adverse effect.
12. The school will not accept items of medication which are in unlabelled containers.
13. Medication will be kept in the locked medication box in the office at the Junior School/staff room at the Infant School or the staff fridge depending on storage guidelines for the medication.
14. A log of medication administered will be kept in the office. Parents will be informed if medication has not been given, when possible.
15. Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision e.g. inhalers.
16. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.
17. Staff who volunteer to assist in the administration of medication will receive appropriate guidance through arrangements made with the School Health Service.
18. The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. Separate, formally agreed arrangements are acceptable on educational visits that involve an over-night stay. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.
19. The staff given permission to administer medicines by the headteacher are Mrs Tollady, Mrs Dunkley, Mrs Hakes, Mrs Needle and Miss Wright at the Junior School and Mrs Plant, Ms Pickering, Miss Longstaff, Miss Gatward, Mrs Hakes and Mrs Wilkinson at the Infant School. All medicines given will be recorded on the medicines log. Medicines will be given in the presence of two members of staff and the relevant form will be signed by both. This procedure is not relevant for inhalers, where one member of staff is sufficient or in a situation where waiting to administer the medication could risk life for example using an epipen.
20. At the end of the day or when no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps.
21. Any child who requires a bespoke procedure for medicine administration will have this written into his/ her administration log and agreed with parents.

22. If an error in administering medication occurs both parents and doctors will be called immediately and the Local Governing Body will also be informed. Direct action will be taken to ensure all procedures have been followed. Lessons will be shared to ensure practice is improved and mistakes can be eradicated.
23. Guidance will be followed from the DFE for any ongoing medical conditions which need daily medication and a Health Care Plan will be formed with the School Nurse. Training will be given as necessary through the School Nurse team to ensure relevant staff are sufficiently trained.

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