



Cliddesden Primary School

Administration of Medicines Policy

	Date	By	Role	Ratified	Date
Version 1	June 2014	Tara Copping Hazel Barker	Inclusion Manager Administration Clerk	Chair of Governors	Sep 2014
Version 2	Sep 2016	Hazel Barker	Administrative Officer	Chair of Governors	4 Oct 2016
Version 3	Nov 2018	Hazel Barker	Administrative Officer	Chair of Governors	26 Nov 2018

This policy will be reviewed every 2 years

Policy Statement

Cliddesden Primary School will undertake to ensure compliance with the relevant legislation and guidance included in *Supporting Pupils at School with Medical Conditions* in with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at Cliddesden 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* and *Supporting pupils at school with medical conditions* documents. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - non-prescribed medicines
 - maintenance drugs
 - 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 all who may require them
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

Administration

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. The support of children in school with medical needs is of importance to enable full inclusion of such children. The children's needs will vary and the school will work with parents, GPs, nurses and other health professionals to enable a child with an Educational Health Care Plan (EHCP) to participate in all aspects of educational life at Cliddesden Primary School.

Routine Administration

Prescribed medicines

- If these are necessary to enable a child to fully participate in the school day the school has a duty to administer these medicines (eg antibiotics). The amount and timing of administration will be decided in consultation and agreement with and written consent from the parents. Below are the suggested times for children in Primary school to be taking eg antibiotics, noting that if the medicine is prescribed for less than four times daily then the medicines are unlikely to be needed in school. If a child is requiring antibiotic medication more than four times in a day then it is advised that he/she is not well enough to be in school and should therefore be kept at home until better.

Times/day	Hour gap	Example times for antibiotics			
Once	24 hourly	07.00			
Twice	12 hourly	07.00			20.00
Three	8 hourly	07.00	15.30-16.00		20.00
Four	6 hourly	07.00	11.00	15.30-16.00	20.00

- School staff will oversee the use of inhalers for asthma, where appropriate, following consultation and agreement with, and written consent from the parents. Inhalers will be kept in the child's classroom. Emergency inhalers are available in medical bags which are taken on trips and are on the playground/field at break times and given with permission of parents if the situation means the child's own inhaler is not readily available for some reason.

Non-prescribed medicines

- School will keep a stock of non-prescribed medicines, (eg paracetamol suspension, antihistamine cream and antihistamine liquid) to help a child cope through the school day and these will be administered with permission from the parent.
- Children under 16 years old are never to be administered Aspirin or medicines containing Ibuprofen unless prescribed by a doctor.

Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (eg Insulin, Ritalin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, an Individual Healthcare Plan (IHP) will be written for the child concerned.

Non-Routine Administration

Emergency medicine

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

Procedure for Administration

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.

Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent and kept on file.

Individual Healthcare Plans will be completed for children where required and reviewed annually in discussion with the parents 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.

If a child refuses to take medication the parents will be informed the earliest available opportunity.

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.

Medical Accommodation	
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The Medical area situated in the school office will be used for medicine administration/treatment purposes. The area will be made available when required.

Training	
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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.

A 'staff training record' sheet will be completed to document the level of training undertaken.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals. For example, all staff will be trained on helping children take their asthma inhalers and the use of adrenaline pens at the annual INSET day in September.

Storage	
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The storage of medicines is the overall responsibility of the Headteacher who will ensure that arrangements are in place to store medicines safely in the medical area.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. Any liquid medicines should be provided with a syringe and bung (not a spoon) for accurate measurement.

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.

Disposal

It is not Cliddesden Primary School's responsibility 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.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

