



Administering of Medicines

Harefield Infant, Nursery and
Children's Centre

Spring Term 2018

We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medicines.

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided before any member of the school personnel who has volunteered and accepted this role to be familiar with all administration procedures.

Medicines will only be administered that have been prescribed by a doctor or some other authorised person and where it would be detrimental to a child's health if the medicine were not administered during the day. Non-prescription medicines will be administered at the welfare's discretion, and only with full written parental consent.

ROLE OF THE GOVERNING BODY

The Governing Body has:

- Appointed a member of staff to be the co-ordinator for health and safety,
- Nominated a link governor to visit the school regularly, to liaise with the co-ordinator and to report back to the Governing Body;
- A responsibility for the effective implementation, monitoring and evaluation of this policy.

ROLE OF THE HEADTEACHER

The head teacher will:

- Ensure the administration of prescribed medicines by putting into practice effective strategies and examples of good practice;
- Inform parents of the school policy via the school prospectus and school website.

ROLE OF THE DESIGNATED PERSON/S

- Members of the school personnel who have volunteered to administer or supervise the taking of medicines will; undertake appropriate training from specialists and use their guidance on how to administer medication and to recognise signs and symptoms.
- Be up to date with the individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or epipens.

ROLE OF PARENTS/ CARERS

Parents and carers must provide:

- Written permission by completing the medication consent form;
- Sufficient medical information on their child's medical condition;
- The medication must be provided in its original container;
- Sufficient medicine for the dosage to be given into the school.
- Parents/carers must collect their child's medication from the school office.
No medication will be passed back through a child.

ADMINISTRATION OF PRESCRIBED MEDICINES

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

- Be aware of individual health care plans and of symptoms which may require emergency action;
- Read and check the medical consent forms before administering the medication;
- Check that the medication belongs to that named child;
- Check that the medication is within the expiry date;
- Inform the parent if the medication is within the expiry date, giving the parent ample opportunity to replace or renew the prescription;
- Confirm the dosage/ frequency on each occasion and consult the medicine record;
- Record on the medication record all relevant details of when medication was given;
- Return medication to the medical room ensuring it is placed back in the correct storage area;
- Always take appropriate hygiene precautions;
- In the event of a child refusing to take their medication or regurgitating it, please record and contact the parent so they are aware of this;

MEDICATION RECORD

The following information must be supplied by the parent/carer:

- Name and date of birth of the child
- Name and contact details of the parent/carer
- Name and contact details of GP
- Name of medication and the strength
- Details of prescribed dose
- Date and time of last dosage given
- Consent given by parent/carer for staff to administer medication
- Expiry date of medication

- Storage details

SECURITY

- All medication will be kept in a secure place and accessible only to the designated persons;
- A secure fridge will be used for medications that need to be kept cool.

EDUCATIONAL VISITS

- On educational visits a designated person will also attend to administer medication;
- All emergency medication will go, this includes asthma inhalers and epipens;
- Any antibiotics that are required to be taken during the school trip will be carried in a cool bag and given by the designated person. This will be logged on return to school;
- All local visits such as the library, the village or school field will have emergency medication carried by a designated person, these include asthma inhalers and epipens;
- The emergency school inhalers will also be taken.
- Two emergency epipens will also be taken.

SPORTING ACTIVITIES

- We will ensure that pupils have immediate access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs.

EMERGENCIES

- In the event of an emergency the individual class inhaler boxes will be taken out by a member of staff from those classes, an emergency pack will be taken out by the office staff. Emergency medicines stored in the medical room will also need to be carried out.
- The school or emergency inhaler will also be taken out, along with the consent list.

Signed: _____
Head of School

Signed: _____
Chair of Governors