



All Saints C of E Infant School Tilford

Administration of Medicine to Children Policy

Co-ordinator responsible for this policy
In consultation with Staff and Governors

Mrs Sara Bedford

Date adopted

Autumn 2017

Review date

Autumn 2019

Governing Committee responsible

Health and Safety

Purpose and scope

This policy has been drawn up with guidance from and meets the requirements of:

- Surrey County Council's Young people's Health and the Administration of Medicines (April 2012)

This policy covers the administration and storage of medication for employees and pupils of All Saints School.

General Principles

- The school will provide the facility to store, administer and record individually prescribed medication
- The school will hold a supply of non-prescriptive medications within the guidelines
- The school will assist children with long-term medical conditions by drawing up personal plans for the administration of medication
- The school will endeavour to notify all staff of pupil medical alerts and treatment regimes
- The school will train and monitor staff who are used in the process of assisting with the administration of medication
- The school will regularly review and update this policy
- The school will notify parents/guardians, if required, should an outbreak of a contagious condition arise within the school. Advice on the periods of exclusion for contagious diseases and the recommended treatment of head lice will be available on request.
- In the event that a child refuses to take prescribed medication (e.g.Ritalin) the school will advise the parent and destroy the drug as per the guidelines.
- Medications handed in that are not in their original dispensing containers will be rejected and the parent informed. This may result in a child being sent home from school.
- Parents will be advised that All Saints School does not allow pupils to carry/ administer medication and that all such medication is to be handed in on arrival at school.
- Staff dealing with medication and personal care of pupils with medical needs will be informed of their roles and possible implications and full training will be given.
- All staff have a duty of care and should be aware that under normal circumstances administration of medical care will be legally acceptable and no liability for malpractice would apply.

Procedures

Prescribed Medication:

Medicines should only be taken into school or settings when essential: that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Schools will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by the pharmacists and include the prescriber's instructions for administration

All Saints will not accept medication that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Medication handed in at the school office will be recorded in the Children's Medical Notes folder in the main office.

Controlled Drugs:

The Misuse of Drugs Act and its associated regulations control the supply, possession and administration of some medicines. Some may be prescribed as medication for use by children e.g. methylphenidate.

Any trained member of staff may administer a controlled drug to the child for whom it has been prescribed, providing it is in accordance with the prescriber's instructions.

Controlled drugs must be stored and administered in accordance with the following procedure:

- Drugs will be stored in a locked non-portable container and only named staff should have access
- Controlled drugs, as with all medication, should be returned to the parent when no longer required to arrange for safe disposal. If this is not possible, it should be returned to the dispensing pharmacist

Non-Prescriptive Medication:

All Saints School will only hold supplies of Calpol, which will be administered only in exceptional circumstances and after verbal or written permission from the parent/guardian. This will be recorded in the Children's Medical Notes file kept in the main office.

Short Term Medical Needs:

In certain circumstances, where non-administration of a drug could be detrimental to the child's health, the school will hold antibiotics for administration throughout the school day.

Long Term Medical Needs:

Pupils with long term medical needs will have a care plan, including medical administration guidelines, drawn up on their arrival at All Saints School.

Educational Visits/ Sporting Activities:

When a group of children are taken out of school parents will be asked to provide the party leader with any current medical needs. The party leader is delegated responsibility for the storage and administration of prescribed and controlled medication.

All Saints School will include all children in sporting activities, however adults should be made aware of the need for privacy and dignity for children with particular care needs.

Employees/Staff Medication

The school will not hold or administer medication bought into school by a staff member. However, advice on the storage of such medication may be sought.

Safety of Medication Supplies:

Large volumes of medicine should not be stored. Medicines will be stored in accordance with the product instructions and in the original container in which it was dispensed. The container must be clearly marked with the pupil name, dosage and frequency of administration. Where two or more medicines have been prescribed, each must be in a separate container.

Pupils should be made aware how to access their medication and who is allowed to administer. Emergency medication, such as asthma inhalers or epipens, must not be locked away. Refrigeration is available for products that require temperature control.

Training:

Staff who administer medication will be trained in the correct procedures for giving, storage and disposal of medicines.

Correct hygiene and infection control procedures will be taught.

Safety precautions, such as disposable gloves/aprons/body fluid spillage kits will be available.

All staff involved with pupil personal hygiene will be asked to contact their GP with regards Hepatitis B inoculations.

Risk Assessments:

Under the Health and Safety policy, risk assessments will be regularly undertaken with regards all aspects of medical treatment including, but not limited to,

Storage of drugs

Care Plans

Hazardous Waste/Clinical Waste

Administration of medication

Parental Responsibility:

The parent/Guardian is ultimately responsible for the child's medical needs, however, whilst at school every effort will be made, within the guidelines, to ensure that the medical needs are met.