

Ravenswood Community Primary School

Administration of Medicines Policy

Introduction

We recognise that most pupils will need medication at some time in their school life. Although this will mainly be for short periods, there are a number of children with chronic conditions, who may need medication throughout their school life. It is often possible for parents to arrange for medication to be taken outside school hours; however there will be times when it will be necessary for children attending school to be given medication during the day.

In order to enable children receiving medication to attend Ravenswood Community Primary School it has been agreed that:

- I. if parents have provided the school with full information about a medical condition and have completed the appropriate permission;
- II. or in the case of chronic or life threatening medical conditions adequate advice and training has been received by members of staff from the Health Authorities and an appropriate plan defining the management of the pupil is in place

The school will consider administering medicines prescribed by a doctor. The Code of Practice No 29 will be followed.

The school will exercise reasonable care to avoid injury in discharging their 'in loco parentis' duty.

Confidentiality

Details about a pupil's medical condition will not be disclosed without the consent of the parents and pupil.

Procedure for the administration of medicine

Where possible parents should be encouraged to ask the GP to prescribe medication in dose frequencies which enable it to be taken outside school.

If parents or carers wish the school to administer medication in 'loco parentis' they should give the Headteacher a written request detailing the medication to be given along with the frequency, dosage and any other relevant information (e.g. interaction with other medicines). Oral information will not be acted upon. The Headteacher will sign this information before the medicine is administered.

In complex cases the parent may be asked, or allowed, to visit the school to administer the medication themselves, or to assist with the medication in the first instance.

Each individual case will be assessed by the school with regard to the need for staff training prior to the start of the administration of medication. Support and advice will be sought from the School's Health Service when necessary.

Where pupils are likely to need long term medication the school will draw up an individual Health Care Plan in conjunction with the parents and where necessary the child and a member of the medical profession. The plan will set out in detail the measures needed to support a pupil in school, including preparing for an emergency situation and special supervision for certain activities. The information in the plan will remain confidential and be used for no other purpose than to provide medical support.

A record sheet will be completed for each child who receives medication; this will be dated each time medicine is administered. The current sheet will be kept accessible at the place of administration, while the previous sheets will be filed with the child's Individual Health Care Plan or their personal file kept in the school office.

Parents are responsible for providing the necessary medication for their child in a suitable container which is clearly named and labelled with dosage instructions. The parent is also responsible for ensuring that any medication in school is up to date. The school health and safety representative will in addition carry out checks each term and return any out of date medicine to the parent for disposal.

All medication for children will be kept in the school office and in general administered there. An exception to this rule will be medication for asthmatics, which should be kept in the child's classroom, preferably with the child taking responsibility for it. Also medicine which has to be stored in a fridge will be kept in the medical room.

Medication that may be needed in an emergency will not be locked away. When this medicine is administered the parent will be informed and asked to sign the record book to acknowledge the entry.

Where medication may only need to be administered occasionally, not in the case of emergencies, the parent will be informed prior to administration. The parent will be asked to sign the record book to acknowledge the entry.

The administration of non-prescribed paracetamol should only be necessary in exceptional circumstances. On such occasions the parent/carer must authorise and supply the paracetamol, with written instructions on when the medication should be administered.

Staff who administer medication

At least two office staff will be prepared and, if necessary, trained for the administering procedure of any medication held in the school. See appendix C for the present nominated staff.

With all medication the named person for administering medication will:

- Check log book to ensure medication has not already been administered
- Wash hands before administration
- Check correct medication has been selected
- Check the medication is being administered at the correct time and at the appropriate time in relation to meals
- Fill in log book

All members of staff, teaching and non-teaching will be informed of the needs of individual children requiring long term medication, the location of any medication and the names of staff who are responsible for its administration. In the case of any child who suffers from a potentially life threatening condition all staff will be instructed in the emergency procedure as detailed in the Individual Health Care Plan.

All staff will be made aware of pupils' medical conditions such as asthma, allergies etc. at the start of each academic year, this will be updated as needed.

Staff will receive training annually on the use of inhalers and epipens for children who have the medical condition anaphylaxia.

Please see Health, Safety and Well-being Policy for information re: forms for administering medicine

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Appendix C

Named persons responsible for the administration of medication

Lynn Young
Carol Cook