

# Administering Medicines Policy



*Providing the roots to grow & the wings to fly.*

Policy Adopted: February 2018

Review Date: September 2019

## Introduction

Children with medical needs have the same rights of admission to Henhurst Ridge Primary Academy as other children. Most children will at some time have short-term medical needs, while other children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

## Aims of this policy

- to explain our procedures for managing prescription medicines which may need to be taken during the academy day
- to explain our procedures for managing prescription medicines on academy trips
- to outline the roles and responsibilities for the administration of prescription medicines

## Legal requirements

**There is no legal duty that requires any member of academy staff to administer medicines.**

## Prescribed Medicine

Medicines should only be taken to the academy when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the academy day. Staff at Henhurst Ridge Primary Academy will only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines will only be accepted in the original container as dispensed by a pharmacist and should include the prescriber's instructions for administration. It is helpful if medicines are prescribed in dose frequencies which enable it to be taken outside academy hours. For example, medicines that need to be taken three times a day could be taken in the morning, after academy hours and at bedtime. If a parent wishes to adapt the timing of medicine administration, written confirmation of this must accompany the medication

## Exceptions

Prescribed medicine will **not** be given:

1. Where the timing of the dose is vital and where mistakes could lead to serious consequences. (Please refer to Children with Long Term Medical Needs section)
2. Where medical or technical expertise is required.
3. Where intimate contact would be necessary.

## Children with Asthma

Children who have inhalers should have them available where necessary. Inhalers should be kept in an individual container in an accessible place in the classroom. Please refer to the asthma protocol on the Academy's website. Depending on the needs of the individual, inhalers should be taken to all physical activities. Inhalers must be labelled and include guidelines on administration.

**It is the responsibility of parents to regularly check the condition of inhalers and ensure that they are working, have not been completely discharged and are still in date.**

## Non Prescription Medicines

The Academy is unable to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. The Academy is unable to give children aspirin or medicines containing ibuprofen unless prescribed by a doctor.

## **Storage of Medicines**

All medicines should be brought to the academy office reception by the parent or carer. In no circumstances should medicines be left in a child's possession. Teachers and teaching assistants should not take receipt of any medicines. All medicines should be stored in accordance with product instructions (paying particular attention to temperature). Medicines will normally be kept in the Medical Room fridge and should not be kept in classrooms, with the exception of adrenaline pens and inhalers. All medicines must be stored in the supplied container and be clearly labelled with the name of the child; the name and dose of the medicine and the frequency of administration.

All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and staff and kept in an agreed place in the classroom.

## **Disposal of Medicines**

Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They should collect medicines at the end of the agreed administration time period. A letter or e-mail will be sent home to all parents who have left medicines in the academy in July for collection.

If any medicines remain uncollected at the end of the summer term, they will be disposed of at a local pharmacist by a member of the office staff.

## **Trips and Outings**

Children with medical needs are given the same opportunities as other children. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk assessment for such children. The Educational Visits Co-ordinator will be responsible for tabulating medical information for each child and one member of staff will be nominated as having responsibility for the administration of all medication. Roles and responsibilities of parents/carers as outlined below will apply.

## **ROLES AND RESPONSIBILITIES**

### **Parent/Carer\*:**

- Should give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to the academy office in person.
- Must complete and sign the parental agreement form.
- Must keep staff informed of changes to prescribed medicines.
- Keep medicines in date - particularly emergency medication, such as adrenaline pens.

### **Headteacher:**

- To ensure that the academy's policy on the administration of medicines is implemented.
- There are members of staff within the academy willing to volunteer to administer medication to specific pupils if required.
- Ensure that staff receive support and appropriate training where necessary.
- To share information, as appropriate, about a child's medical needs.
- Ensure that parents are aware of the academy's policy on the administration of medicines.
- Ensure that medicines are stored correctly.

## Staff

- On receipt of medicines, the child's name; prescribed dose; expiry date and written instructions provided by the prescriber should be checked.
- Ensure that the parent/career completes a consent form for the administration of medicines following the prescriber's instruction.
- Ensure that a second member of staff is present when medicines are administered.
- Complete the 'administration of medicines' record sheet each time medication is given.
- Ensure that medicines are returned to parents for safe disposal.

## **Refusal of medicines**

If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably possible.

## **Record Keeping**

Medicines should be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. Staff should check that written details include:

- name of the child
- name of the medicine
- dose
- method of administration
- time and frequency of administration
- any side effects
- expiry date

A parental agreement form (see appendix) must be completed and signed by the parent, before medicines can be administered. At the time of administering medicines, the member of staff must complete the medicines record sheet. No medication should be given unless it has been checked by a second adult.

## **Children with Long Term Medical needs**

It is important that the academy has sufficient information about the medical condition of any child with long term medical needs. A health care plan (see appendix) will be written for children with long term medical needs, involving the parents and relevant health professionals.

## **Confidentiality**

The headteacher and staff should always treat medical information confidentially. The headteacher should agree with the child/parent who else should have access to records and other information about a child.

## **Staff Training**

Training opportunities are identified for staff with responsibilities for administering medicines.

## **Related Policies**

For more information see the health and safety policy, asthma protocol and the academy's first aid procedures.

## **Monitoring**

This policy should be reviewed annually in accordance with national guidance.

\*Parents, as defined in section 576 of the Education Act 1996, include any person who is not a parent of a child but has parental responsibility for or care of a child. In this context, the phrase 'care of the child' includes any person who is involved in the full-time care of a child on a settled basis, such as a foster parent, but excludes baby sitters, child minders, nannies and academy staff.



## Appendix 1 - Individual Healthcare Plan

Name of academy/setting	Henhurst Ridge Primary
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

### Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

### Clinic/Hospital Contact

Name	
Phone no.	

### G.P.

Name	
Phone no.	

Who is responsible for providing support	Any first aid trained member of staff
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for academy visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken - who, what, when

Form copied to



**Parental Agreement for Setting to Administer Medicine**

The academy/setting will not give your child medicine unless you complete and sign this form, and the academy or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Administrative Staff
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Name of academy/setting

Henhurst Ridge Primary Academy

Date of birth

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Group/class/form

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Medical condition or illness

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**Medicine**

Name/type of medicine  
*(as described on the container)*

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Expiry date

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Dosage and method

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Timing

--

Special precautions/other instructions

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Are there any side effects that the academy/setting needs to know about?

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Self-administration - y/n

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Procedures to take in an emergency

999

**NB: Medicines must be in the original container as dispensed by the pharmacy Contact Details**

Name

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Daytime telephone no.

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Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

I understand that I must deliver the medicine personally to The Academy Office/Reception Desk

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to academy/setting staff administering medicine in accordance with the academy/setting policy. I will inform the academy/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

