

## ADMINISTRATION OF MEDICINES POLICY

Reviewed: 02.03.22

Next review by: 31.03.25

### Policy Statement

Manor Junior School will undertake to ensure compliance with the relevant legislation and guidance in *Supporting Pupils at School with Medical Conditions* with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for the safekeeping of medicines at Manor Junior School is held by the Headteacher.

It is our policy to ensure that all medical information will be treated confidentially by the Headteacher and staff. All staff have a duty of care to follow and co-operate with the requirements of this policy.

### Aims & Objectives

Our administration of medicine arrangements are as follows:

- Establishing principles for safe practice in the management of:
  - prescribed medicines
  - maintenance drugs
  - emergency medicine
- NON PRESCRIBED MEDICINES ARE NOT ALLOWED TO BE BROUGHT IN TO BE ADMINISTERED AT THE SCHOOL
- Providing clear guidance to all staff on the use of medicines in school
- Ensuring that there are sufficient numbers of appropriately trained staff to manage medicines, and in specific pre-arranged cases, to administer medicines with prior training
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and, in specific pre-arranged cases, 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 administration of medicines is the overall responsibility of the parents. The Headteacher is responsible for ensuring children are supported with their medical needs while in school care, and this may include managing medicines where appropriate and agreed with parents.

### Routine Administration

#### Prescribed medicines

It is our policy to look after prescribed medicines in the school (e.g. antibiotics, inhalers) with written consent from the parents. Many pupils are able to administer prescribed medicines themselves. Help will be provided by School Staff as required and if appropriate training has been received. Parents with pupils with a long term medical condition (i.e. asthma) will be required to complete the usual medical consent form.

#### Non-prescribed medicines

Non-prescribed medicines from home will not be allowed in school. However, the school will hold a supply of liquid paracetamol and liquid anti-histamine. A form must be signed by the parent at the beginning of school year 3 to say these can be administered if necessary and the school will always ring the parent before administration. The parents must ensure that any non-prescribed medicines do not interact with any other medicines their child takes.

\*\*During COVID times, the staff will not be administering liquid paracetamol and liquid anti-histamine due to the close proximity of staff to pupils, touching bodily fluids on the syringes and we cannot always ensure that the syringes are cleaned thoroughly. Some parents are happy to come up and administer medication themselves from home. Other parents who work, might not be able to do this, so the parents of children with persistent illnesses who might otherwise be off of school will be allowed to bring in Calpol Meltlets after having signed a medicines form and the usual rules will apply of checking with the parents when the last time was that they had medication. This will only go on for one week before parents will have to put in alternative measures i.e. make a doctors appointment.\*\*

### **Maintenance drugs**

It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written, in conjunction with the parent, for the child concerned and certain personnel will be trained up in the administration of the particular maintenance drug

### **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

- Rectal diazepam for major fits

- Injections of Glucagon for diabetic hypoglycaemia

In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted

### **Procedure for Administration**

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

Individual health care plans, for those children on maintenance drugs, will be completed for children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

If a child refuses to take medication the parents will be informed at 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.

### **Training**

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 and will be kept in the Health and Safety Training Log folder which is kept in the school office. Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

### **Storage**

The storage of medicines is the overall responsibility of the Headteacher who will ensure that arrangements are in place to store medicines safely. The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed. The school does have a fridge for medicines so any parent that requires this facility are requested to send their child's medication in the original named box with prescription label.

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 that the child is supposed to take their medicine within the school day.

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 accepting the medicine from the parent to leave at the school.

Any medication needed by staff whilst at work will be stored in designated areas within the staff resource cupboard which is not accessible by children.

**Disposal**

It is not the 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.

**Records**

Appropriate records relating to the administration of records are kept by the school office.