

Crwys Primary School



Administration of Medicine School Policy

The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights-respecting school we not only teach about children's rights but also model rights and respect in all relationships.

Administration of Medication to Children Policy.

Disability Discrimination Act requires schools to make reasonable adjustments to cater for the needs of children with disabilities. This includes children on long-term and even short-term medication.

This Policy is to ensure that children with medical needs are properly cared for and supported while at school.

It is essential that all parents, not just those who have children with medical needs, understand our policy and what we are able to take to take responsibility for. The main points are:

- Procedures for managing prescription medicines on trips and outings.
- Roles and responsibilities of staff managing and supervising the administration of medication.
- Responsibilities of parents in respect of their child's medical needs.
- The need for prior written agreement from parents before medicines can be administered.
- The circumstances in which non-prescription medicines can be administered.
- Policy on assisting children carrying and administering their own medication.
- Staff training.
- Record keeping.
- Safe storage.
- Access to emergency procedures.
- Risk assessment and management procedures.

Managing medicines in school

We will endeavour to administer prescription medication, whether the need is long term or short term, but request the following procedures for managing medication while it is on school premises and while we have a duty of care for the child. This covers:

- Supply (by parents)
- Storage
- Administration
- Disposal.

Supply

Before giving medication to any child we must have written agreement from the parents. This agreement must include the child's name, the name of the medication, the required dose and agreed time of administration. It must also be clear whether the medication is ongoing or to be taken up until a particular date. Any possible side effects need to be listed and / or the information leaflet that is normally supplied by the manufacturer made available.

Parents should bring the medicine into school and hand it to the School Office, together with a written agreement.

It is absolutely essential that we only accept medication that is an original labelled container.

The person receiving the medicine will check that the medicine is 'in date'. Where the medicine is in tablet or capsule form, they will check the number provided.

Storage

If medicine needs to be kept cool, then it will be placed in a fridge where children cannot freely access it. Otherwise medicines will be stored the school office

Some emergency medication such as adrenaline pens (for children who suffer from allergies) and asthma inhalers will not be locked away as children need quick access to these and they are stored in the Headteacher's office in a clearly marked first aid drawer.

All staff should receive training on the use of the epipen. They are also informed of procedures in an emergency.

As a general guideline before administering medication to a child the member will:

- Wash their hands
- Ensure that a drink is available if appropriate (some tablets can irritate and damage the throat and oesophagus if administered without a drink)
- Check the label on the medication: name of child, dose, route of administration (e.g. by mouth, into ear/eye, rubbed on the skin), any special instructions and expiry date.

It is the responsibility of parents to ensure the medication date has not expired. If there is any doubt about any procedure staff should not administer, but seek advice from parents or health professionals.

If a child refuses the medication, they will not be forced. Staff will try to encourage them or perhaps get someone else to try. Under no circumstances will we attempt to hide the medicine in food or drink, unless we have written permission from parents to do so.

Our Responsibility for administering medicines

Occasionally mistakes will happen. In most cases, whether it is a missed dose or a medicine given in error there will be no harm done. Parents should be contacted and the mistake explained to them. In case of a missed dose, it may be possible to give it at a later time. Where a dose has been given in error, it is important that the child is monitored for any reactions and medical advice will be sought if we are in any way concerned.

Disposal

When a child leaves the school, ceases to need medication or if a medicine has passed its expiry date, any that is unused will be returned to the parents. If this is not possible we will take it to a pharmacist for disposal.

Further information

The DFES and Department of Health have jointly produced, *Managing medicines in Schools and Early Years Settings*, which can be downloaded from:
www.teachernet.gov.uk/wholeschool/healthandsafety