

Fenstanton & Hilton Primary School  
Passionate about Learning



# **Administration of Medicines Policy**

Fenstanton and Hilton Primary  
School

2015

Approved by Governors 18<sup>th</sup> June 2015      1  
Administration of Medicines Policy 2015  
Review in 2017/2018 Academic Year

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This policy covers procedures for managing prescription medicines which need to be taken during the school day.

Fenstanton and Hilton School has put in place a number of management systems to support individual children with medical needs. The school supports the view that positively responding to a child's medical needs will not only benefit the child directly, but can also positively influence the attitude of their peers.

Other School Policies and documents related to the management of children with medical needs include:-

- The Schools Health and Safety Policy which covers:-
  - Control of substances hazard to health (COSHH) which includes Storage of Medicines
- LEA Health and Safety Management in School Guidance Note 29 Arrangements for the administration of medication to pupils in schools
- Pupils with Medical Needs
- The School's First Aid policies and procedures
- Access to Education for Children with Medical Needs

Further information may be obtained from Managing Medicines in Schools and Early Years Settings. Dfes March 2005 Guidance

**PARENTS/CARERS - Long Term Medication**

- Parents/carers are responsible for providing medical information to enable the Headteacher to complete the school's medical information and consent form, prior to the admission of the child to the school.
- The school's medical information and consent form must be signed by the parents/carers who will receive a copy for their information. The top copy will be held on the individual pupil's file and a copy kept in the central medicines file. All information will be treated as confidential and only made available to teachers and other staff who have a need to know.
- Medicines should be delivered to the school office in person by the parent/carer and collected by the parents/carers. Children should not be given this responsibility (except for asthma inhalers). Parents/carers should request staff in writing to administer medication via a medication consent form which is available from the school office. This request should be endorsed by a

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signature and date. Clear instructions should be provided in writing concerning correct dosage and timings for carrying out medication.

- Parents/carers must be able to confirm that any necessary medication has been specifically prescribed for the pupil, is correctly labelled, in date, with storage details attached.
- Parents/carers are responsible for sharing up-to-date medical advice about the pupil with the head teacher, whenever they receive it. The school must be informed of any changes to the medication prescribed or its administration.
- Parents/carers should obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school doctor or nurse or a health visitor and specialist voluntary bodies may also be able to provide additional background information for staff.

### **PRESCRIBED MEDICINES**

- The Headteacher has sole authority, based on individual pupil medical information held on file, to sanction the administration of medication. The Headteacher should be satisfied that staff are willing (and qualified where necessary to administer specific medication, for example an epipen or insulin) to undertake the task. Individual pupil medical information will consist of a combination of advice from the school's medical adviser and the pupil's parents/carers.
- Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'.

- It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents/carers are encouraged to ask the prescriber about this. ~~If medicine is prescribed three times a day it will not be administered by the school. Parents should administer before school, after school and before bedtime and if this is not possible parents/carers/grandparents are welcome to come into school to administer the medication during the lunch time break. For example it is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.~~ If stated on the medicine bottle that the medicine is to be administered at **regular timed** intervals 3 x a day, then staff will administer the medicine. If a child needs medicine 4 x a day, staff will administer the medicine.

• The Medicines Standard of the National Service Framework (NSF) for Children 6 recommends that a range of options are explored including:

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Prescribers consider the use of medicines which need to be administered only once or twice a day (where appropriate) for children and young people so that they can be taken outside school hours

- The School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Parents/carers must provide medicines in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. In all cases it must include:
  - name of child
  - name of medicine
  - dose
  - method of administration
  - time/frequency of administration
  - any side effects
  - expiry date
- The School will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- Parents/carers must ensure that school has sufficient medication and prescription details and sign a medication consent form (Appendix 1).
- Parents/carers are encouraged to ask the doctor who prescribes the medicine to consider providing two prescriptions, where appropriate and practicable, for a child's medicine: one for home and one for use in the school or setting, avoiding the need for repackaging or re-labelling of medicines by parents/carers.
- All medicines should be returned to the parents/carers when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).
- Procedures for managing prescription medicines on school trips and outings will be in accordance with normal school arrangements. A designated person will be responsible for first aid and medical matters during the outing and all issues relating to medical arrangements will be part of the risk assessments procedure carried out prior to the trip. (See Educational Visits Policy)
- Where practicable children will be offered a carer of their own gender for all intimate special care, including the administration of medicines. Parents/carers will be advised of these procedures.

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- Provision for medical needs on the school bus is the responsibility of the LEA.

### **Controlled Drugs**

- The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. 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. Staff administering medicine should do so in accordance with the prescriber's instructions following the procedures above.
- A child who has been prescribed a controlled drug may legally have it in their possession. It is permissible for the school to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.
- The School keeps controlled drugs in a locked non-portable container. A record is kept for audit and safety purposes.
- A controlled drug, as with all medicines, should be returned to the parent when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).

### **Non-Prescription Medicines**

- Staff should **never** give a non-prescribed medicine to a child unless there is specific prior written permission from a Doctor. This would be an unusual circumstance.

**A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

### **ADMINISTERING MEDICINES**

- No child will be given medicines without their parent's written consent.
- No staff will administer specific medicines (for example Insulin or Epipen) without prior training. A register of staff training is kept in the school office and Headteacher's office.

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- Any member of staff giving medicines to a child should check:
  - the child's name
  - prescribed dose
  - expiry date
  - written instructions provided by the prescriber on the label or container
  - If in doubt about any procedure staff should not administer the medicines but check with the parents/carers or a health professional before taking further action.
  - If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parents/carers, if appropriate, or with a health professional attached to the school
- Staff must complete and sign the medicines book kept in the first aid room to record each time they give medicine to a child.
- In some circumstances such as the administration of rectal diazepam, it is good practice to have the dosage and administration witnessed by a second adult.
- Children are not permitted to carry their own medication in school.(inhalers are exempt)
- Children requiring some medications may self medicate under supervision of a trained member of staff if this forms part of their individual health plan or parents/carers have completed the consent form.
- The Local Education Authority recognises that circumstances may arise where the admission or continued attendance of a pupil may not be appropriate or may have to be deferred, if there is a particular requirement for medication that cannot be safely or satisfactorily met by the school or if there is a change in the special care and administration of medication arrangements for a pupil. (Refer to LEA Health and Safety Guidance Note 29)

**REFUSING MEDICINES.**

- If a child refuses to take medicine, staff should not force them to do so, but should note this in the record and advise the Headteacher accordingly.
- Parents/carers should be informed by the Headteacher of the refusal on the same day. (Unless an alternative procedure is listed on an individual child's care plan). If a refusal to take medicines results in an emergency the school's emergency procedures should be followed

**TRAINING**

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- All school staff who are involved in the handling and administration of medication shall be appropriately trained with regard to safety, security and administration from the school doctor and/or their school nurse, in the first instance.
- Training includes instruction in both Local Education Authority and locally agreed procedures to ensure an appropriate level of competence, as well as to define responsibility in relation to secure methods of handling medication, administration procedures, protective equipment and pupil's confidential files.
- Members of staff will normally be expected to accept responsibility for administering medication. Those who accept responsibility must acknowledge any limitations in their competence for which the Headteacher and governors will seek appropriate instruction and training. Members of staff will not be compelled to undertake the administration of medication.
- Staff must only undertake special care duties if they have received relevant training.
- A record is kept in the school of all staff training received, relating to the administration of medication. This record shows individual competence, responsibilities and authorisations.

**RECORD KEEPING**

- Parents/carers are given a consent form to record details of medicines in a standard format.
- Staff record in the medicines book all medication administered.

This policy will be reviewed on a three yearly cycle.

Appendix 1 Medication Consent Form

**FENSTANTON & HILTON PRIMARY SCHOOL MEDICINES**  
**POLICY**  
**PARENTAL / CARERS REQUEST FOR MEDICATION TO BE**  
**ADMINISTERED IN SCHOOL**

**In accordance with our school medicines policy:-**

- The school will not administer any medication without this form being completed first.
- The school will only administer medication that is in the original container with the pharmacy label clearly showing the child's name, medication name, dosage and expiry date.
- The school will not administer medication that has been prescribed to be taken 3 times per day.

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- The school will administer medication that has been prescribed to be taken 4 times per day.
- The school will administer medication at lunchtime only – guaranteed timings cannot be assured (Excluding medication for ongoing conditions eg Asthma, Diabetes, Anaphylaxis)
- Parents/Carers may come into school to administer medication.
- The request form for pupils on long term medication should be renewed by the parent/carers when required by school and in any event at the beginning of each new school year.
- Parents/Carers are responsible for notifying the school immediately in writing of any changes in medicines or dosage.

DETAILS OF PUPIL			
CHILD'S NAME:		CHILD'S CLASS:	
DATE OF BIRTH	MALE/FEMALE	ADDRESS:	
CONDITION/ILLNESS:			
DOCTOR'S DETAILS			
DOCTOR'S NAME	DOCTOR'S PRACTICE		PRACTICE ADDRESS
MEDICATION AND ADMINISTRATION – PLEASE READ POINTS ABOVE			
NAME OF MEDICATION			
TYPE OF MEDICATION EG MIXTURE, TABLET, EPIPEN, INHALER			
DATE DISPENSED	DOSAGE AND METHOD	TIME – BEFORE / AFTER LUNCH	
PRECAUTIONS/ SIDE EFFECTS	TO BE ADMINISTERED BY CHILD? YES / NO	EMERGENCY PROCEDURE	
TO BE COLLECTED AT THE END OF EACH DAY? YES / NO - IF YES WHO WILL COLLECT?			
PARENT/CARER'S DETAILS			
NAME	RELATIONSHIP TO CHILD	CONTACT NUMBER	ADDRESS AS ABOVE/ OR:

- Parents/Carers are responsible for collecting and disposing of any unused or expired medicine. I understand that I must deliver the medication to the school office and collect it when finished and accept that this is a service which the school is not obliged to undertake.



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I authorise the qualified first aiders to administer the above medicine and release them from all further liability for any consequent adverse effects, reactions or any unforeseen circumstances which might arise.

Signed \_\_\_\_\_ Date \_\_\_\_\_