



Administration of Medicines Policy

Long Sutton Church of England Primary School

Date of Last Review	Date of Next Review
January 2022	January 2024
Responsibility for Review and Monitoring / Auditing	
Headteacher in partnership with staff & Foundation Governors	
Purpose	
To outline our aims and objectives to the administration of medicines in order to inform parents and staff	

Policy Statement

Long Sutton Primary School will undertake to ensure compliance with the relevant legislation and guidance in *Managing Medicines in Schools and Early Years Settings published by the Department of Health* with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at Long Sutton Primary School is held by the headteacher, who is the responsible manager.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the *Managing Medicines in Schools and Early Years Settings* document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - non-prescribed medicines
 - maintenance drugs
 - emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and 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

The administration of medicines is the overall responsibility of the parents. The headteacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents. For offsite residential and water activities an 'offsite medical information and consent' form must be completed to accompany the child off site.

Routine Administration

Prescribed medicines

- It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents

Non-prescribed medicines

- It is our general policy not to take responsibility for the administration of non-prescribed medicines, (eg. Calpol or cough mixtures provided by the parents) as this responsibility rests with the parents
- On occasions when children require paracetamol it is our policy to administer providing that written consent from the parents has been received in advance and administration is in accordance with guidance provided in the *Managing Medicines in Schools and Early Years Settings* document.
- Children under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor

- Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the responsible manager who may decide to administer under certain miscellaneous or exceptional circumstances

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 for the child concerned

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
 - Administration of pyriton for allergies including bee stings and food allergies
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted.

Procedure for Administration

When deciding upon the administration of medicine needs for children we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

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 will be completed for children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file.

If a child refuses to take medication the parents will be informed at the earliest available opportunity. They will not be forced to take medicine.

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 and the parents informed at the earliest opportunity. Staff will stay with the child until a parent arrives.

The school office will be used for medicine administration/treatment purposes. The room will be made available when required.

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.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

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 the *Managing Medicines in Schools and Early Years Setting* document and product instructions. Medicines should be stored in the original container in which they were dispensed. Children will know where their medicines are and where relevant who holds the key to the storage facility. Asthma inhalers, blood glucose testing kits and adrenalin pens will be readily available and not locked away. This includes availability when outside the school premises, e.g. residential & educational visits and sports activities. On occasion of the fire alarm sounding, the office staff will take asthma inhalers and epipens with them when the building is evacuated. If staff take children offsite it is their responsibility to take epipens and inhalers with them.

Very occasionally medical advice is that a child carries their own medicine in this instance the form "Consent for Child to Carry Own Medicine" is to be completed and filed in the school office.

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 of administration.

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 acceptance of on-site administration responsibilities.

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. When no longer required, medicines will be returned to parents for safe disposal.

At the end of term all medicines will be returned to parents.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

Sun Block

In hot weather, it is a policy of the school that children will be encouraged to use sun block. Parents will be notified of this policy and reminded they need to apply sun block at home before coming to school and not during school hours. Individual skin needs can be discussed with the school. Sunhats are also encouraged by the school. In extreme heat the school will ensure the children use shady areas and restrict their time in the sun.



Request for child to carry his/her own medicine

You must complete and sign this form to seek permission from the school to enable your child to carry and/or administer their own medication.

Child's name	
Date of birth	
Name of medicine	
How the medicine should be administered	
Procedure to be taken in an emergency. Please continue overleaf if necessary.	
Parent's contact name	
Day time telephone number	
Relationship to child	

Please indicate which of the following apply.

I would like my son/daughter to carry his/her medicine on them for use in an emergency or as necessary. Yes/No

I consent to my son/daughter administering their own medicine. Yes/No

I agree to inform the school in writing if I wish to withdraw this request, and I will complete a new form if the information changes.

Signed _____ Print name _____

Date _____