



Hurworth Primary School

Administration of Medicines

Policy Version Control	
Policy type	Hurworth Primary School
Policy prepared by (name and designation)	Mrs K Walker/Mrs R Kukielka
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Description of changes/Updates	Update to staff trained to administer medication in school
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The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

The Governors and staff of Hurworth Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head of School will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day.

PLEASE NOTE THAT PARENTS SHOULD KEEP THEIR CHILDREN AT HOME IF ACUTELY UNWELL OR INFECTIOUS.

Parents retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition and medication.

Supply

Before giving medication to any child you must have a signed 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 on-going or to be taken up until a particular date. Any possible side effects must be listed and/or the information leaflet that is normally supplied by the manufacturer made available.

Parents will also need to sign to say that the child has had the medication before.

Parents should bring the prescribed medication into the school office, where an appropriate person will then record that it has been received and the parent/carer will sign the necessary documentation.

All medication will be signed in and out of school at the school office.

Collection of your child's medication

At the end of the school year we will nominate a date by which all medication needs to be collected by a parent/carer and signed out at the school office.

If you do not collect your child's medication on this day the medication will be taken to a pharmacy to be destroyed.

If your child still requires medication to be kept in school after the Summer break, it is the parent/carers responsibility to return a recent up to date prescription of medication to the school for the Autumn Term.

Please remember medication needs signing in at the school office and NOT to be sent in with your child.

The Role of Teaching Staff

Teaching staff are not required to administer medicines to children. Those members of staff who volunteer to administer prescribed medicines within school must receive appropriate training.

Hurworth Primary School's current members of staff trained to administer medication in school are as follows:-

- Mrs A Maddison
- Mrs J Passman
- Mrs J Elliott
- Mrs K Coates
- Miss S Laing
- Mrs R Lennon
- Mrs K Yates
- Miss L Pears
- Miss K Newton
- Mrs N Hagan
- Miss A Hurman
- Mr C King
- Mrs K Sellars
- Miss J Walker
- Mrs D Williams-Keers
- Mrs D McNaught
- Mrs R Kukielka
- Miss K Swales

Prescription Medication

Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not to be administered during the school day.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Each item of medication must be delivered to a member of staff by the parent, **in a secure pharmacy labelled container as originally dispensed.** Each item of medication must be clearly labelled with the following information:

- Pupil's name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements
- Expiry date

The school will not accept items of medication in unlabeled containers.

The school will only accept prescription medicines that have been prescribed by a doctor, dentist or nurse practitioner.

Over the counter (e.g. anti-sickness medication) medication must always be provided as dispensed by a pharmacist, clearly labelled by the pharmacy.

Prescription medicines must always be provided in the original container as dispensed by a pharmacist and include the instructions for administration and dosage. All medicines provided by parents will be securely stored in a locked cabinet (or fridge if required) in the first aid room.

Administration

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

- 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/sprayed onto the skin), any special instructions and expiry date.

If there is any doubt about any procedure staff should not administer, but seek advice from parents or health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision.

The administering of medications is documented on a signed administering of medicines form and witnessed with a second signature.

Refusal to Take Medication

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medication results in an emergency, the school's emergency procedures will be followed.

Emergency Procedures

An ambulance will be called in all emergency situations. A child should not be taken to hospital in a staff car except in very exceptional circumstances.

In the parent's absence, a member of staff will accompany the child to hospital and stay with the child until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Parental Responsibilities

It is the responsibility of parents to notify school in writing if a pupil's need for medication has ceased.

It is the parent's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to prescription dosages on parental instructions.

Disposal of medication

Medicines, which are in use and in date, should be collected by the parent/carer. Date expired medicines or those no longer required for treatment will be returned immediately to the parent/carer for transfer to a community pharmacist for safe disposal. If the medications are not collected then they will be taken to the pharmacy to be destroyed.

Children with long term or complex medical needs

Where a child has a long term or complex medical need the school will draw up a health care plan in consultation with parents and relevant health professionals.

Long term medication

Please be advised if your child requires long term medication for a chronic condition then you will need to inform the school as soon as possible and you will be required to provide medication prescribed by a clinical practitioner (e.g. GP/ nurse practitioner) and complete a care plan.

If your child requires medication **3 times per 24 hours** this must be administered at home.

If your child requires medication **4 times per 24 hours** then it is vital that you inform the school of the time your child would require medication. It is also important to remind you that you should inform the school if you have given your child any medication before arrival to school on Health and Safety grounds.

Antibiotics

Will only be administered after your child has been at home for the first 24 hours. Please be advised that medicine that has been prescribed for use **3 times a day** should be given at home unless the family practitioner has prescribed particular times for it to be administered and this is stated on the pharmacy label.

Asthma Inhaler

Will be given to your child as directed by information given by yourselves and medication instructions. Be advised that if you have more than one child in your family for example siblings or twins each child will need their own separate spacer and medication device and these need to be clearly labelled.

We understand the need for children with asthma to have access to their inhalers at all times. If a child needs his/her inhaler at any other time then this will be arranged. The adults in the school will always be able to locate it within minutes if necessary as they are stored in each child's classroom. This will be covered in our separate asthma policy.

Acute Medication

Any medication to be given acutely for pain e.g. following injury/fracture/post operative will be given over a period of up to 2 weeks.

Any medication to be given acutely, for viral illness, will be given over a period of no longer than 3 days.

Acute medication incorporates such things as Paracetamol/Ibuprofen/Antihistamine/Skin creams/Travel Sickness tablets, which must have a pharmacy label on them stating the dose to be given and when.

Adrenaline Auto-Injectors

Can only be administered by a trained member of staff. The school will store EpiPens in the child's classroom. All staff will be made aware of children who are in possession of one.

Residential Trips

Where children are staying away from home on a residential trip organised by the school, parents will be asked to sign a form giving permission for medication to be administered by staff.

If a child requires any prescription medication during a residential trip the parent's consent must be gained separately in writing (**even if the school already has consent for in school giving of the medicine**), the parents/guardian and trip organiser should have a meeting before the trip and agree in writing:

- The child's name, the name of the medication, the required dose and agreed time of administration. It should also be clear whether the medication is on-going or to be taken up until a particular date. Any possible side effects should be listed and/or the information leaflet that is normally supplied by the manufacturer made available.
- Parents should bring the medication into school on the day of the trip departing and hand it to the trip leader, who should then record that it has been received.
- It is absolutely essential that medication is in its original labelled container.
- It is essential for the person receiving the medicine to check that the label indicates the name of the child, that the dose parents have stipulated coincides with that detailed on the label and that the medicine is 'in date'. Where the medicine is in tablet or capsule form, they should check the number provided.
- The trip leader is responsible for checking with the parents that the correct quantity of medication has been provided.