



# Aughton St. Michael's C. of E. School

## Administration of Medicine Policy

Date Approved: January 2018

Review Date: January 2020

### Mission Statement

**A**chieving all we can to develop fully our hearts and minds.

**S**haring in a loving, caring, Christian community.

**M**aking sure everyone is valued



### AIMS OF THE POLICY

The aim of this policy is to enable regular attendance at school. The systems which will be put into place, in respect of administering medicines, have been developed in line with advice from the LA. These systems will support the policy.

Although the word 'parent' will be used throughout this policy, clearly this also means 'carer' where appropriate.

### MANAGING PRESCRIPTION MEDICINES WHICH NEED TO BE TAKEN DURING THE SCHOOL DAY

Many children will need to be able to take medicines during the day at some time during their time at school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However, such medicines should only be brought to school where it would be detrimental to a child's health if it were not administered during the school day.

At Aughton St. Michael's C. of E. School, following the regulations from the DfE, we will only be able to accept medicines which have been prescribed by the doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines will need to be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

**WE WILL NOT BE ABLE TO ACCEPT MEDICINES WHICH HAVE BEEN TAKEN OUT OF THE CONTAINER AS ORIGINALLY DISPENSED NOR MAKE CHANGES TO DOSAGES.**

It is helpful, where clinically appropriate, if medicines can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents will be encouraged to ask the prescriber about this. Medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime.

\*All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away.

**MANAGING PRESCRIPTION MEDICINES ON TRIPS AND OUTINGS**

Since we would always wish our pupils with medical needs to participate in visits whenever possible, we need to consider for each visit what reasonable adjustments will have to be made to enable the children with medical needs to take part in safely managed visits. The risk assessment form which is completed prior to the visit will need to include the necessary steps to include children with medical needs, together with any particular risk assessments for those children. It may be necessary for additional safety measures to be taken for outside visits. Arrangements for taking any necessary medicines will also need to be taken into consideration.

Staff supervising excursions should always be aware of any medical needs and the relevant emergency procedures if appropriate.

A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency. It will be the responsibility of the parents to ensure that any medication children take with them on trips and outings is available and in date.

**Sporting activities**

At Aughton St. Michael's C. of E. School, most children with medical conditions can, and indeed are positively encouraged to, participate in physical activities and extra-curricular sport. However, any restrictions on a child's ability to participate in P.E. should be recorded in their individual health care plan.

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Health care plans are completed and updated regularly for children who have conditions such as asthma, epilepsy, diabetes or anaphylaxis.

## ROLES AND RESPONSIBILITIES OF STAFF MANAGING THE ADMINISTRATION OF MEDICINES AND FOR ADMINISTERING OR SUPERVISING THE ADMINISTRATION OF MEDICINES

No child should ever be given medicines without their parent's written consent.

Any member of staff giving medicines to a child should check:

- ✓ the child's name
- ✓ the prescribed dose
- ✓ the expiry date
- ✓ The written instructions provided by the prescriber on the label or container.

\* If in doubt about any procedure, staff should not administer the medicine but check with the parents or a health professional before taking further action. However, in the event of an emergency, and particularly for those pupils who have a care plan, the procedure outlined in the care plan will be followed.

Each time a medicine is given to a child, the member of staff administering the medicine must complete and record it. The forms for this purpose are held in the appropriate folder in the school office. By completing these forms, we are demonstrating that we have exercised a duty of care.

All medicines, apart from asthma inhalers and other medicines which have been identified as being necessary for the pupil to have with them at all times, will be handed in at the school office. It may then be necessary to refrigerate the medicine, or lock it away in a medicine cupboard. Medicines which need to be refrigerated will be kept in the refrigerator. There will be restricted access to this refrigerator. The medicines in here will need to be stored in their original containers and clearly labelled.

\* The parent of the child taking the medicine will be asked to complete a parental consent form in order for the medicine to be taken at school. Parents should tell us about the medicines that their children need to take and provide details of any changes to the prescription or the support required.

## SELF MANAGEMENT OF MEDICINES

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and we encourage this.

Older children, with long - term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Under these

circumstances, it will be important for the parent to liaise with school to provide information regarding any changes in the medical condition or the medication itself.

### Refusing medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records. Parents should be informed of the refusal on the same day. If refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

### PARENTAL RESPONSIBILITIES IN RESPECT OF THEIR CHILD'S MEDICAL NEEDS

Parents should tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However, staff will also need to make sure that this information is the same as that provided by the prescriber and are consistent with the instructions on the container. Parents will also need to provide school with any information relating to predisposed conditions which we need to be made aware of.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- ✓ child's name
- ✓ name of the medicine
- ✓ dose
- ✓ method of administration
- ✓ time/frequency of administration
- ✓ any possible side effects
- ✓ expiry date

### SITUATIONS IN WHICH CHILDREN MAY TAKE ANY NON-PRESCRIPTIVE MEDICINES

Non-prescribed medicines will not be administered to pupils at Aughton St. Michael's C. of E. School whilst at school. If a child is suffering regularly from frequent or acute pain, the parents should be encouraged to refer the matter to the child's GP. However, if the children are away from home on a residential trip and prior permission has been given, then non-prescribed medication can be administered by school staff.

**A CHILD UNDER 16 SHOULD NEVER BE GIVEN ASPIRIN OR MEDICINES CONTAINING IBUPROFEN UNLESS PRESCRIBED BY A DOCTOR. THEREFORE, WE WILL NOT BE ABLE TO ADMINISTER THESE MEDICINES WITHOUT A DOCTOR'S PRESCRIPTION.**

### LONG TERM MEDICAL NEEDS

It is important to have sufficient information about the medical condition of any child with long-term medical needs. A health care plan for these children, involving the parents and the relevant health professionals, will enable the appropriate support to be provided.

The health care plan will include:

- ✓ details of the child's condition
- ✓ any special requirement e.g. dietary needs, pre-activity precautions
- ✓ any side-effects of the medicines
- ✓ what constitutes an emergency
- ✓ what action to take in an emergency
- ✓ what not to do in the event of an emergency
- ✓ who to contact in an emergency
- ✓ the role the staff can play.

### STAFF TRAINING

Staff are regularly updated on a variety of health issues and receive appropriate training, if applicable, on the administration of specific medication e.g. , including the use of epi-pens. First Aid training is also available to staff to those who are prepared to undertake it. School recognise the importance of having a large number of qualified First Aiders.

### FIRST AID KITS

These are checked and updated regularly and are in clearly marked positions around school.