

ADMINISTRATION OF MEDICINES IN SCHOOL POLICY

1. Introduction

Our policy in school for medication is that parents should, where possible, avoid the need for medication to be brought into school. We do, however, recognise that in some cases pupils may need a course of treatment requiring the administration of medication during the school day. There are also pupils who will have medical conditions that require ongoing support so that they can attend school regularly and take part in school activities. Schools, therefore, need to have a policy for managing pupils' medicines and supporting pupils with medical needs. This Policy outlines the conditions under which medication will be administered.

2. Staffing

Staff who administrate medication in school do so on a **purely voluntary** basis. No member of staff should feel compelled to administer medication. Those staff who are willing to administer medication will receive training from the school nurse. Staff should **always** administer medication with another adult present.

As H & S Staff Representative, Kate Keeling will have an overview of the administration of medicines in the school, whilst the Headteacher, Claire Fisher, will have overall responsibility.

3. Practice and Procedure

Our policy is to follow guidance set out in the Derbyshire Local Authority Guidelines on Administration of Medicines in Schools (September 2009) and the DfES Publication 'Managing Medicines in School and Early Years Settings' (March 2005). A copy of each is kept with this policy in the school office and also in the Administration of Medicines file in the Headteacher's office.

4. Outline of Practice

- 1) Parent comes to the school office to request administration of medicine. Parent must be prepared to wait for the secretary who will be busy at school opening time.
- 2) The secretary will question the parent to ascertain if medication is necessary during school day (letter from doctor to confirm need if possible).
- 3) If medication is needed, ask the parent if they would like to/or could come into school to administer the medication themselves.
- 4) If this is not possible, parent completes 'Parental agreement for school to administer medicine' form (appendix 1) and returns to school office.
- 5) Parent gives the medication to the secretary, who will store it appropriately and take the completed form to the class to which the child belongs.
- 6) Medication must be unused and in original packaging as dispensed by chemist and clearly identify the child's name, details on dosage and time of administration. Staff should be made aware of any possible side effects.
- 7) The volunteer medicine administrator should check expiry date on medication. It is the parents' responsibility to replace any medication.

- Replacement medication should fulfil the criteria in 6). School will notify parents when medication is running low.
- 8) The volunteer should administer medication as per instruction on the consent form. This should, where possible, be in natural breaks in the school day. All administration must be witnessed by another adult.
 - 9) Staff record each administration of medication on Record of Medicines Administered in School form (on the reverse side of 'Parental agreement for school to administer medicine' form). The volunteer administrator (usually the class TA, or other volunteer) will need to check, when completing the form, that there are no gaps in the giving of medicine, e.g. the child was absent for a day. Should there be a gap, the administrator must make a note of this on the form.
 - 10) Any unused/out of date medication should be returned directly to the parents to be returned to the chemist for disposal. Unclaimed medication should be returned to the pharmacy for safe disposal.
 - 11) Should there be any concerns around the administration of the medicine, or the child has difficulty taking the medicine or begins to show any side effects, the Headteacher should be notified immediately.

This policy will be reviewed on an annual basis as part of the Health & Safety Policy annual review.

Claire Fisher
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