



Hordle CE (VA) Primary School and Nursery

ADMINISTRATION OF MEDICINES POLICY

Headteacher approving this policy - Fiona Adams

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Signature of Headteacher

.....October 2015.....
Date

Chair of Governors approving this policy - Karen Richards

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Signature of Chair of Governors

.....October 2015.....
Date

Review Date: October 2018

Name of Unit/Premises/Centre/School	Hordle CE Primary School and Nursery and Nursery and Nursery
Date of Policy Issue/Review	October 2015 / 2018
Name of Responsible Manager/Headteacher	Fiona Adams
Signature of Responsible Manager/Headteacher	

Introduction	
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Policy Statement

Hordle CE Primary School and Nursery will undertake to ensure compliance with the relevant legislation and guidance in *Health Guidance for Schools* with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at Hordle CE Primary School and Nursery is held by Fiona Adams 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 *Health Guidance for Schools* document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

The policy will ensure that medicines are only administered at school when it would be detrimental to a child's health or school attendance not to do so.

Where clinically possible, parents will be encouraged to ensure medicines are prescribed in dose frequencies which enable them to be taken outside school hours.

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

Administration	
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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. Children taking prescribed medication must be well enough to attend the setting.

Routine Administration

School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. The schools will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to children and not locked away.

Children will be made aware that the office staff keep their medicines and they should go to the office when they need to access their medicines. For medicines to be taken before lunch, the children will be made aware that a member of the office team will come to them to administer medicines.

For children on school trips, medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be taken by staff of school trips. The children will know which member of staff holds their medicines and will be put in that member of staff's group.

Prescribed and Non-prescribed medicines

- It is our policy to manage prescribed and non-prescribed medicines provided by parents, where appropriate, following consultation and agreement with, and written consent from the parents.
- A child will never be given medicine containing aspirin unless prescribed by a doctor.

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
 - Injections of Glucagon for diabetic hypoglycaemia
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted

Controlled Medicines

The school will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff will have access. Controlled drugs will be easily accessible in an emergency. A record will be kept of any doses used and the amount of the controlled drug held in school.

Consent to Administer Paracetamol Suspension (Calpol) or Chlorphenamine (Piriton) in school

The school obtains annual consent from parents to administer a one of dose of the above medicines when necessary without contact the parent in advance. Once the medicine has been administered, the school will notify the parent accordingly. If the child's symptoms persist the parent will be contacted. Only children with a current parental consent form will be given the medicine. Medication, eg for pain relief, will never be administered without first checking maximum dosages and when the previous dose was taken.

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.

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.

Medical Accommodation	
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The medical room will be used for medicine administration/treatment purposes. The room will be made available when required. For children that need medicine before their lunch, the office staff will take medicines to the children and administer them outside their classroom.

Training	
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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.

Storage	
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The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container

The storage of medicines is the overall responsibility of the headteacher who will ensure that arrangements are in place to store medicines safely.

Remove this para – superceded as above - The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

Remove this para – superceded as above - It is the responsibility of all staff to ensure that the received medicine container has been clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

CHILDREN'S SERVICES HEALTH & SAFETY

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.

Disposal	
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It is not the responsibility of Hordle CE Primary School and Nursery to dispose of medicines.

When no longer required, medicines should be returned to the parent to arrange for safe disposal.

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.

Sharps boxes should always be used for the disposal of needles and other sharps.