



# CROOK PRIMARY SCHOOL AND NURSERY UNIT

## Administering Medicines Policy

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## **Promoting health and hygiene**

### **1. Administering**

#### **medicines**Policy statement

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and wellbeing or when they are recovering from an illness. E.g. they may be on short-term medication to recover from an illness or long-term medication as they have special medical needs. There is no legal or contractual duty on teachers to administer medicines or supervise taking medicines; nevertheless we would wish to support our pupils where we can. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical ground. However, teachers and other school staff do have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities off site.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting.

A trained first aider is responsible for the correct administration of medication to children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

#### **Procedures**

- Children taking prescribed medication must be well enough to attend the setting.
- Only prescribed medication is administered. It must be in-date and prescribed for the current condition. Check the label has the patient's information, the dosage, the pharmacist's details. If in doubt refuse to take the medicine and/or contact the pharmacy. Variations in dosage cannot be made on parental instruction alone and must be corroborated by the label or written instructions from the prescriber.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
  - full name of child and date of birth; name of medication and strength; who prescribed it;
  - dosage to be given in the setting;

- how the medication should be stored and expiry date;
- any possible side effects that may be expected should be noted; and signature, printed name of parent and date.

The administration is recorded accurately each time it is given and is signed by staff. The medication records must show:

- name of child;
- name and strength of medication;
- the date and time of dose;
- dose given and method;
- signature of the member of staff
- signature of the Parent/ Carer receiving the medication when it is returned to them.

## **2. Storage of medicines**

All medication is stored safely in a locked cupboard or refrigerated. The locked cupboard must be secured to a wall. Medication should never be kept with First Aid equipment. The first aider is responsible for ensuring medicine is handed back at the end of the day to the parent and Parents/ Carers sign to say that they have received this.

Key persons check that any medication held to administer is checked on a regular basis or as and when required, is in date and returns any out-of-date medication back to the parent.

A record of regular medicine to be administered is kept - this shows which children suffer from which conditions. All staff are aware of where to locate medical lists.

## **3. Medical List**

Staff are informed of the medical list annually and any updates of new pupils or conditions. They are also aware of where to locate IHP's of pupils in their class.

## **4. Food allergies**

Kitchen holds information on pupils with food allergies, together with a photo to identify the pupil if supply staff are working in the kitchen. All staff are made aware of any food allergies.

## **5. Long term conditions & allergies**

Medicines held in school for long term conditions such as allergies are kept in the locked cupboard in the Staffroom, and staff are trained how to administer them. Medication forms are kept with medicines.

## **6. Asthma, inhalers & Epi-pens**

Asthma medication is kept in the pupil's classroom and brought to the hall or outdoors during PE sessions.

Medication and inhalers are taken out of school on educational visits and inhalers are brought into PE sessions.

Emergency Inhaler kits are securely kept in school and staff are trained in how to use them.

## **7. Medical knowledge & training**

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional e.g. EpiPen, asthma training, diabetes etc.

## **8. Request for medication made by children**

Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell a member of staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

## **9. Recording errors**

When recording should an error occur, the error should be identified with one line through it and on the next line write: \*ENTERED IN ERROR, SHOULD READ...then insert the correct entry and sign or initial. All entries should be made in pen not pencil.

## **10. Children who have long term medical conditions and who may require ongoing medication**

An Individual Healthcare Plan (IHP) is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the Headteacher and SENDco. Other medical or social care personnel may need to be involved in the risk assessment.

Parents will also contribute to an IHP (risk assessment). They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.

For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the medical plan.

The risk assessment / IHP include arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.

An IHP for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.

The IHP should include the measures to be taken in an emergency.

The IHP is reviewed annually or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

## **11. Managing medicines on trips and outings**

If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.

Medication for a child is taken in a zip lock bag or similar, clearly labelled with the child's name, name of the medication, inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.

If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic bag clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form signed by the parent.

As a precaution, children should not eat when travelling in vehicles

## **12. Monitor and review**

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## **13. Contacting Emergency Services**

Dial 999, ask for ambulance and be ready with the following information:

Location:

Crook

Primary

School

DL15 8QG

Telephone no 01388 762400

You may be required to provide the following information:

Your exact location in the school

Your name

The name of the child and a brief description of their symptoms

Ensure you inform Ambulance Control of the best entrance and state that the crew will be met at the Main Reception

**ALWAYS SPEAK CLEARLY AND SLOWLY AND BE READY TO REPEAT INFORMATION IF ASKED.**



