



## **Administration of Medicines Policy**

Pioneer Federation of Chiddingly Primary School,  
St Mary the Virgin Primary School, East Hoathly  
Primary School and East Hoathly Nursery

This policy was adopted in **June 2020**

This policy is due for review in **June 2021**

## **Policy Statement**

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 East Sussex guidance, *Policy on the Administration of Medicines* document.

There is no legal duty placed on anyone to administer medication, therefore the administration of medicines is the overall responsibility of the parent/carer. Staff agreeing to administer medicines are agreeing to act as any reasonably prudent parent would.

## **Administration of medicines**

**The school will only administer medication prescribed by a medical practitioner – no other drugs will be considered. These include paracetamol type products or throat sweets of any description.**

### **Prescribed medicines**

Following consultation and agreement with the parent/carer, we will manage prescribed medicines (eg antibiotics, inhalers). Written consent from the parent/carer is required.

### **Maintenance drugs**

The school will consider administering maintenance drugs (eg. Insulin) 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 and professional training and guidance from a competent source will be received before commitment to such administration is accepted.

Inhalers should be clearly named and children will be supported in carrying their inhalers and taking their medication themselves.

### **Emergency medicines**

Following consultation and agreement with the parent/carer, we will manage the administration of emergency medicines (eg injections of adrenaline for acute allergic reactions, rectal diazepam for major fit). On such occasions, a health care plan will be

written for the child concerned and professional training and guidance from a competent source will be received before commitment to such administration is accepted

All pupils with ongoing medical needs will have a health care plan. This includes pupils with diabetes, epipens, heart problems, epilepsy and very severe asthma. These are usually compiled by the SENCo and will be reviewed at parent consultations twice per year or following any incident or change in medication.

### **Procedure for managing prescription medicines**

- Any child required to have medicines will have a 'Parental Consent Form' completed by the parent/carer and kept on file on Medical Tracker.
- A record of all medicines administered to pupils is kept on Medical Tracker.
- If a child refuses to take medication the parents will be informed the earliest available opportunity.
- Any medicine that needs to go in the fridge goes in a locked but portable container. It is kept locked at all times except when being accessed for storage or administration of medicine.
- Keys are kept to a minimum and are accessed only by nominated members of staff.
- It is the responsibility of the parent to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.
- It is the responsibility of the parent to provide medicine that is in date. The expiry date of administered medicines is also checked by staff when administering the medication.

### **Procedure for managing prescription medicines on off-site visits**

- The parent/carer should approach the class teacher or Head of School at least a week in advance (where possible) to request administration of medicines for an off-site visit.
- If an additional, named, member of staff agrees to temporarily administer medicines, a meeting will be held with the parent/carer, visit leader and named member of staff who will be provided with a copy of the *Parental Consent form* (on Medical Tracker)

### **Accidental failure of the agreed procedures**

Should a member of staff fail to administer any medication as required they will inform the parent as soon as possible.

### **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 and parents informed to accompany the pupil to the hospital if at all possible.

### **Medical Accommodation**

The First Aid space in each school will be used for medicine administration/treatment purposes.

### **Staff Training**

- Administration of Medicines training has been completed by the following staff members:
  - **East Hoathly:** Sheridan Denney, Dawn Poulton, April Dutton
  - **Chiddingly:** Carly Dann
  - **St Mary's:** Annette Funnell
- Whole school *First Aid at Work* 1 day training took place on 3<sup>rd</sup> September 2018.
- Professional training and guidance will be sought on an individual basis in order to assist children with long term or complex medical needs.

### **Disposal**

It is not the school's responsibility to dispose of medicines. It is the responsibility of the parent/carer to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.