

Management and Administration of Medicines Policy

George Dixon Primary School

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Introduction

There may be occasions where children require medicines to be administered during school hours, either as part of an ongoing treatment regime or in response to a minor injury or illness during the school day. This document sets out our school's policy for the administration of medicines.

Aims

This policy aims to make sure that any administration of medicines to children is carried out in a safe and controlled manner and that the relevant information is provided to the school about the medical needs of children. It also ensures that the relevant information is provided to parents in the event of medicines having to be administered to a child.

General Health

The school is committed to ensuring that children may return to school as soon as possible after any illness, (subject to the health, safety and welfare of our school community) and that children with specific health needs are supported in school.

Where, however, children are unwell and not fit to be in school, and where they are still suffering from an infection, which may be passed to others, children should remain at home to be cared for by their parents or guardians. Even if their condition has improved, children should not return to school until the final doses of a course of antibiotics.

Parents are asked to complete a detailed medical questionnaire before their child joins the school so that we are fully informed of the child's long term medical needs before admittance. It is essential to have sufficient information in order for the child's medical needs to be adequately supported. Parents are asked to keep us informed of any changes to their child's health and medical needs.

In the case of ongoing medical matters, parents are asked to provide treatment plans from the prescribing doctor and details of any changes to these plans.

Where medical conditions require use of an inhaler or auto-injector (epi-pen™), the school requires parents to leave a spare inhaler / epi-pen™ at school for use in case of an emergency.

However, in line with recent Department of Health advice and guidance, we are currently seeking to provide emergency use reliever (blue) inhalers, for use where a child's own inhaler has been damaged or is unusable.

Training

We have eight fully qualified first aid staff in school and they are the first point of call if an emergency situation arises. Many of our teaching staff are trained to recognize and

assist children at the earliest opportunity if they are suffering an allergic reaction requiring the use of an epipen™ (auto-injector) or suffering an asthma attack. Training is carried out at frequent intervals and to current standards.

Medicines

Usually, only prescription medicines will be administered at the school. Non - prescription medicines will not be administered in George Dixon Primary School (any child requiring Calpol™/Nurofen™ or equivalent should not be in school). We appreciate that a full course of antibiotics needs to be taken at regular intervals throughout the day and this may mean one dose may need to be taken mid-day. Final doses of a course of antibiotics may be administered as long as the child has been assessed by his or her GP as well enough to return to school.

However, the school cannot accept responsibility for failing to administer medicines. It is helpful that, when clinically appropriate, medicines are prescribed in dosages that can be taken outside of school hours.

We make every effort to ensure medicines are stored and administered safely.

Administration Procedures

It is essential our staff understand their roles and responsibilities in administering medicines and that parents understand their responsibilities in respect of their child's medical needs;

Medicines should *always* be stored away from children, in their original containers and refrigerated when necessary. Our school follows these instructions rigidly.

Emergency medication such as Asthma inhalers and Epipens™ are never be locked away in school but are always kept in the vicinity of the relevant children and under the strict control of teaching staff.

Where the school is asked to give final doses of antibiotics, or to administer other medicines parents are asked to complete and sign a pro- forma (available from school) detailing the following:

- Dose (only pharmacy instructions will be followed)
- Method of administration
- Time and frequency of administration
- Any side affects
- Name, address and date of birth of the child
- Contact details of parents and GP
- Name of medication
- Consent

Before administering any medication, staff will check the following:

- Medicine is in original container - Medicines will not be accepted that are not in the container as originally dispensed.
- The child's name.
- Prescribed dose - Dosages will not be changed on parental instructions.
- Expiry date

Having administered medication in accordance with parental wishes, a record is kept of the following:

- Name and date of birth of child
- Name of medication prescribed
- Dosage and time the medication was taken
- Signature of person responsible for administering medication.
- Signature of person checking dosage instructions

School Trips

Asthma inhalers, epipens™ and prescribed tablets will be taken to out of school sites (i.e. swimming baths etc.) in a box or container which will be supervised by a member of staff.

Where children are going out on a school trip (short or long stay), any medicines required by children on visits will be considered as part of the overall risk assessment of the trip.

In the case of young children, medicines will be in the safe care of a nominated member of staff. Older children (year 3 and above) may carry their own medication if the school considers it appropriate.

Complex medical needs for a specific child may necessitate a health plan for the visit. This will be completed with assistance from our health care partners.

Complaints

Should parents be unhappy with any aspect of their child's medical care at George Dixon Primary School, they must discuss their concerns with the school. Concerns should be raised with their child's class teacher in the first instance.

If parents feel this does not allay their concerns, the problem should be brought to the attention of the Head Teacher. In the unlikely event of concerns remaining unresolved, parents should make a formal complaint using the George Dixon Primary School Complaints Procedure.

Policy availability

This policy is made available to parents and guardians -

- When their child is enrolled as a new pupil
- Via the school's website, where it is available all year round
- Through school-wide communication about results of the monitoring and evaluation of the policy.

School staff and contracted workers are informed and regularly reminded about the medical conditions policy through –

- Regular staff meetings
- Induction of supply and other support staff
- Staff room notice boards and school intranet
- Classroom notices
- Meetings with school kitchen staff

Policy Review

The Head Teacher in consultation with teaching staff will be responsible for monitoring the effectiveness of this policy by:

- Liaison in terms of the procedures outlined above.
- Evaluating the records of children who are given medication.
- Evaluating the medical information received from parents.
- Evaluating the procedures based on any children given prescribed medication and in the light of any new legislation.
- Reviewing the policy half-yearly or as changes to legislation require.
- As we are in the process of obtaining several emergency asthma reliever kits, we will review this policy when:
 - We have received and notified parents of the emergency asthma inhaler kits and received their consent for their child to use an emergency inhaler if their own inhaler becomes unusable.

Signed.....

Dated.....