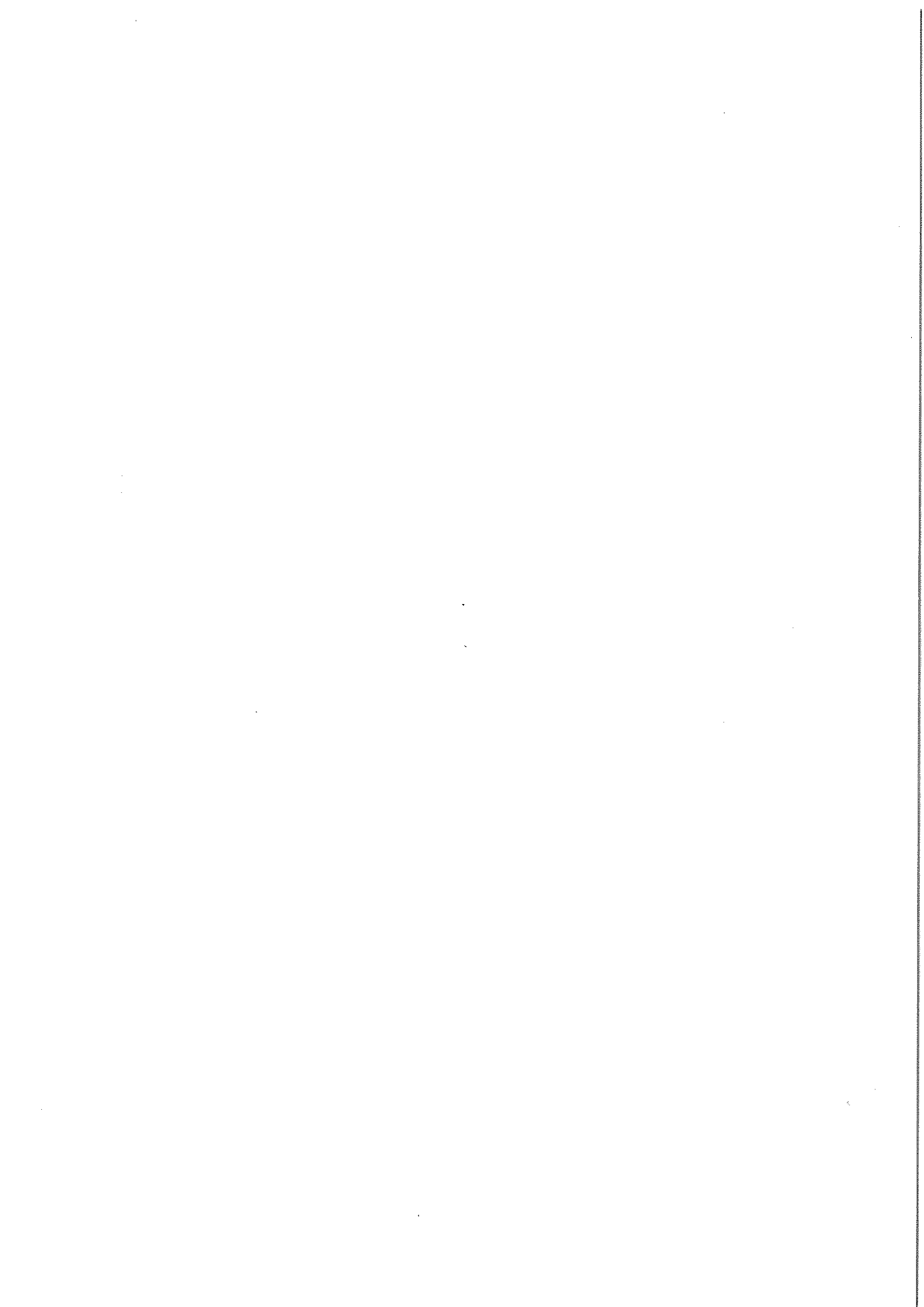




ADMINISTRATION OF MEDICINES POLICY

**This policy has been amended and
the amendments are highlighted
in yellow**



Brookfield's Primary School
Administration of Medicines Policy
Amended May 2016

(The term 'Parents' refers to parents and carers)

It should be noted that there is no legal duty that requires school staff to administer medicines but that we, at Brookfield's Primary School, are willing to undertake this task to enable regular attendance, under the following conditions.

- Parents should keep children at home when they are acutely unwell.
- Only medicines that have been prescribed by a doctor will be given in school.
- Parents are welcome to come in and give their child medicine if they wish.
- Medicines should be given to the office where a form for their administration can be completed.
- Medicines are administered by a member of staff.

Parental responsibilities

- Short term medicines e.g 4 dose antibiotics and long term medicines e.g piriton need to be labelled with the name of the child and be in the original container in which they were dispensed.
- A parent must complete a medical form giving details of the medicine including dose and time to be administered.
- For long term medication parents need to complete a new medical form at the beginning of each academic year and renew any medication before it expires.

Staff Responsibilities

- A copy of the completed Medical form needs to be kept by the class teacher alongside the medication.
- For long term medication a copy of the medical form needs to be kept in the Medical File in the School Office along side any relevant care plan.
- All medicines need to be kept in the designated first aid box. For years Nursery, Reception and Year 1 this is in the foundation kitchen. For year 2 this is in the year 2 ensuite. For years 3 and 4 this is on the top shelf of the year 3 cupboard. Class 3M have a designated cupboard displaying the first aid sign. For Year 5 this is in the year 5 cupboard and for Year 6 this is in the year 6 store cupboard.

- If a medicine needs to be kept in the fridge e.g antibiotic, then for years 1, 2, and foundation this is in the foundation kitchen. For years 3, 4, 5 and 6 this is in the office.
- When administering medicines to a child the member of staff should check the name of the child with them, on the medicine and on the form. Another member of staff should also check this and both members of staff sign on the back of the medical form.
- Only staff, who have received epipen training can administer an epipen to a child.
- If medication has been administered to a child their parent should be informed.
- Staff need to check regularly that medication is in date and inform parents if it is not and ask for a replacement.

Long Term or Complex Medical Needs

- Consultation with the parent will need to take place for the management of a pupil with complex medical needs. In this case the Assistant Head teacher, Inclusion should be informed.
- A care plan will be provided by the School Health Service. The care plan is kept in the school medical file in the Office, on the Health Board in the staffroom, in the school kitchen and on the wall of the relevant classroom. These will be updated annually in September by the Medical Co-ordinator.
- If a child with long term medication starts after the beginning of the academic year staff need to ensure that a medical form has been completed and that the member of staff responsible for compiling the medical register is informed.
- A list of staff trained to administer an epipen is displayed on the Health Board in the staff room and kept in each first aid box with the medication.
- If a child has an epipen in school they should also have piriton.
- Allergy flow charts are displayed in the staff room, foundation kitchen and KS2 and year 2 classrooms.
- When tasting or cooking with food in school children who have an allergy should have their needs discussed with parents prior to the activity.
- There is an emergency bottle of piriton kept in the emergency medical box in the Assistant Head teacher, Inclusion's Office. This is to be taken out if the fire alarm goes off and is to be used for children who have had it prescribed in an emergency.

Emergency Procedures

- In an emergency an ambulance will be called.
- In the parent's absence, a member of staff will accompany the child to hospital and stay with the child until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Disposal of Medicines

- It is the responsibility of parents to ensure that date-expired medicines are returned to a pharmacy for safe disposal.

School Visits

- All medication and the corresponding form needs to be taken on trips away from school.
- It is important that if a child has an epipen, a member of staff who is willing and trained accompanies the trip.
- Check any needs with parents and the visiting place with regard to storage of medicine and food provision.

Medical Training Needs

- Training will be provided for staff by 'The Medical Needs in Schools Service'. This will occur annually for asthma and epipen medication and according to need for other areas.
- The Assistant Head teacher, Inclusion is responsible for arranging the training.

This amended policy was adopted by the Governing Body

on 23/6/16

Signed: Dh Cutting

Date: 23/6/16

Inhalers for asthma are not included in this policy.

