



# **Feering C of E Primary School**

## **Administering and Managing Medicines in School**

September 2015

Date for Review	September 2017
Signed – Chair of Governors	
Signed – Head Teacher	

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

Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well controlled epilepsy or cystic fibrosis. Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a daily need for inhalers and additional doses during an attack. Most children with medical needs can attend school regularly and take part in normal activities, sometimes with support. However some staff may need to take extra care in supervising some activities to make sure that these children and others are not put at risk.

Parents/carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Information is requested on the admissions form, should the child's needs change it is the responsibility of the parent/carer to inform the school in writing so that records can be changed accordingly.

This policy and procedures have been drawn up to ensure that children with medical needs are properly cared for and supported while at Feering Primary School.

### **Prescribed Medicines**

Medicines should only be brought to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Staff will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and must include the prescriber's instructions for administration.

School will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it be taken outside school hours. Parents are encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day should be taken in the morning, after school hours and at bedtime so it would not be normal practice for school to administer such medicines. Antibiotics/medication will only be administered where the dosage is prescribed as 4 times daily.

## **Non- Prescribed Medicines**

Staff will not administer non-prescribed medicines. If a child suffers regularly from frequent or acute pain the parents/carers should consult the child's GP. Parents/carers should consult the head teacher if specific arrangements need to be put in place for the child concerned. School would wish to work with parents/carers to ensure that the child is able to attend school regularly.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by the doctor.

## **Administering Medicines**

Before giving medication to a child, written agreement MUST have been received from the parent. This agreement will include the child's name, the name of the medication, the required dose and agreed time of administration (see Appendix A – Medication Form). Medicines will NOT be administered without this form being completed and signed by a parent. This form is available to download from the school website or from the school office.

Parents/Carers should bring the medication into the School Office. Staff will only accept medication that is in its original labelled container. Children must not be sent to school with their own medicine as this poses a health and safety risk to other children. Most medicines will be kept in a cabinet in the School Office. If medicine needs to be kept cool it will be stored in the fridge in the Staff Room where children have no access. All such medicines must be placed in sealed plastic containers to separate them from food products. Parents should ensure that inhalers are clearly named.

Some emergency medication such as Epi-pens will be stored in the School Office. Each child with an Epi-pen will have a plastic container with a photograph on the top to allow for quick recognition. The box will contain the pen and appropriate protocol agreed with the parent and school nurse. It is the parent/carers responsibility to check that Epi-pens are not out of date. All staff are trained annually to administer an Epi-pen in an emergency. Epi-pens must accompany children on all off site activities. Photos of children with Epi-pens will be displayed in the Staff Room to ensure all staff are aware of those children who could be vulnerable.

It is not part of a teacher's statutory duties to administer medication so this is the responsibility of the head teacher who may delegate it to the office staff or a TA working regularly with a specific child. Before administering medication the staff member will: Wash their hands and use sanitizing fluid. Check the name of the child. Ensure that a drink is available if appropriate. Check the label on the medication, name of the child, dose, route of administration, and any special instructions and expiry date.

If a child refuses the medication they will not be forced. All medication administered by the school will be recorded in a Medicine Book kept in the School Office.

### **Educational Visits**

As an inclusive school we encourage all children to participate in safely managed visits. When the risk assessment is undertaken staff will identify any reasonable adjustments that need to be made in order for children with medical conditions to participate. Arrangements for taking any necessary medication will also be arranged. If staff are concerned about whether they can provide for a child's safety, or the safety of other children while on the trip they should seek parental views and medical advice.

### **Sporting Activities**

Most children with medical conditions can take part in physical activities. Staff will take into account the need to adapt activities to meet the needs of all children. All staff will be aware of issues of privacy and dignity for children with particular needs. Some children will need to take precautionary measures before or during exercise and need to be allowed access to medicines such as inhalers.

### **Disposal of Medicines**

Staff should not dispose of medicines. Parents/Carers are responsible for ensuring that date expired medicines are returned to the pharmacy for safe disposal. They should also collect medicines at the end of each term.

### **Confidentiality**

We will treat all medical information confidentially. The Head Teacher will agree with the parent/carer who should have information about the medical needs of a child.

## Appendix A

### ADMINISTERING MEDICATION IN SCHOOL

*Guidance on administering medicines to children in school is taken from the Department of Health  
"Managing Medicines in Schools and Early Years Settings" March 2005*

***Please see the policy on Administering Medicines in School for full details.***

#### DETAILS OF PUPIL

Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Class: \_\_\_\_\_

Condition or illness:

\_\_\_\_\_  
\_\_\_\_\_

#### MEDICATION

Name/type of Medication (as described on the container) **All medicines must be in their original container and packaging**

\_\_\_\_\_

For how long will your child take this medication:

\_\_\_\_\_

***School will not administer aspirin or any medication containing ibuprofen.  
Antibiotics will only be administered where the dosage is 4 times per day.***

**Full directions for use: (We will do our best to administer medicine at the time indicated)**

Dosage and method: \_\_\_\_\_ Time: \_\_\_\_\_

Special precautions: \_\_\_\_\_

Possible side effects \_\_\_\_\_

Self administration: \_\_\_\_\_

Procedures to take in an emergency: \_\_\_\_\_

\_\_\_\_\_

***I request that the above medication be given and I understand that I must deliver and collect the medicine personally to the school office.***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to pupil: \_\_\_\_\_

***The school will not be able to give your child medication unless you complete and sign this form. Letters are not acceptable.***

Feering Primary School

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