

Eyam C of E Primary School

Administration of Medicine Policy



'Let your light shine'

Agreed: February 2017

Review Date: February 2020

Eyam School will be a thriving community built of self-motivated, resilient learners who work together using critical thinking skills to achieve and celebrate success through a culture of respect.

Eyam C of E Primary School
Administration of Medicine Policy

The Administration of Medicine Policy at Eyam CE Primary School is the responsibility of the School Governors. Our vision is for Eyam School to be a thriving community built of self-motivated, resilient learners who work together using critical thinking skills to achieve and celebrate success through a culture of respect.

Scope of Policy Guidance

Schools and services need to set out their policies and procedures for the administration of medicines with particular reference to the following:

- children with medical needs;
- the respective responsibilities of schools/services and parents;
- working in partnership;
- parental responsibility and consent;
- young people giving their own consent;
- eight core principles of safe and appropriate handling of medicines;
- receipt, storage and disposal of medicines;
- administration of medicines;
- record keeping;
- the individual treatment plan;
- children with complex health needs;
- assessing and managing risk;
- staff training.

Eyam School is committed to Equal Opportunities

The Equality Act 2010 provides a single, consolidated source of anti-discrimination law, covering all the types of discrimination that are unlawful. It simplifies the law by removing anomalies and inconsistencies that had developed over time under previous legislation. It also introduces a single combined duty to eliminate discrimination and advance equality of opportunity and replaces the former race, disability and gender equality duties. As such there will be no discrimination against children/pupils because of their sex, race, disability, religion or belief and sexual orientation. [The Equality Act 2010 \(Specific Duties\) Regulations 2011.](#)

Administering Medicines

1. Medicines or clinically prescribed drugs will only be administered under special circumstances.

These are:

- a) Where a child has an ongoing medical condition which is under regular medical supervision e.g. Asthma, Epilepsy, Diabetes. In these cases parents must have completed the necessary form of authorisation 'Parental Consent - Administration of Prescribed Medicines in School' prior to treatment commencing (copy attached).

- b) Where a child is deemed fit to return to school after a minor illness e.g. ear infections. In these cases a mid-day dose (prescribed 4 x a day) of antibiotics may be given as prescribed. Parents must have completed the form of authorisation.
 - c) Where a child may need emergency drug therapy to treat a condition e.g. Epilepsy, Anaphylaxis. In these cases parents must have completed the necessary forms of authorisation plus a form of indemnity (copy attached) if the child is known to have a history of a prior medical condition.
2. Drugs should only be administered by named and appropriately trained people and the following procedure must be followed at all times.
 - a) Check medication has not already been administered by a colleague.
 - b) Check that the parent/guardian has signed the form of authorisation and if required the form of indemnity.
 - c) Check the child's name against that on the container.
 - d) Check the dosage to be administered with a colleague.
 - e) Administer the drug as prescribed on the container.
 - f) Complete the reverse of the form of authorisation with the required details and sign.
 3. The administering of drugs by staff is done purely on a voluntary basis.
 4. All medicines brought into school must be in a named container labelled with the daily dose.
 5. All medicines, except for inhalers, must be kept in the office if required.
 6. No member of staff is to administer any drugs without prior sight of a completed form of authorisation and indemnity if required.
 7. The forms of authorisation will be stored in a file (pinned to the Staff Room display board) and updated regularly by the designated First Aider.
 8. A register of those willing to administer drugs will be held in school and will be updated regularly by the designated First Aider. The staff on this register will receive whatever training is deemed to be necessary.
 9. The Headteacher will be notified of any pupil who may as a result of illness or medical condition require emergency treatment and any necessary procedures.
 10. For pupils who require individual specialised treatment an individual treatment plan will be drawn up in consultation with the parents and relevant Health Professionals, by the Headteacher.

Working in partnership

Working together with parents is about a shared duty of care and is the key to ensuring that all of a child's health care needs are met.

- Many children have no particular needs but may fall ill or have an accident whilst at school or receiving services.
- Most children, at some point during their childhood, will have a temporary need.
- Some will have on-going needs requiring regular medication or procedures that must be followed and for which staff and carers must be trained.
- A small number may occasionally have urgent, including life-threatening, needs which must be met without delay.

Good planning and communication is fundamental to effective partnership working:

- this begins with a clear statement about a child's health needs and how they are to be met;
- it also includes essential information about any allergies or health conditions such as diabetes and any other information which staff/carers need to know about;
- it must ensure clarity about who needs to do what and when and provide a written record to confirm it has been carried out.

These are the building blocks that ensure the "five rights" are upheld - ***the right child, the right drug, the right dose, the right route, the right time.***

Educational Visits and Trips

The above guidelines should be applied whenever a pupil is out of school on a visit or trip. The Headteacher must be satisfied that suitable arrangements have been made and that a trained member of staff accompanies the pupil concerned. Class teachers or those accompanying individual pupils **must** check on individual pupils' needs.

For details of the administration of particular medicines staff should refer to the Health Safety and Risk Assessment Handbook - LA Guidelines and Codes of Practice - Administration of Medicines in School.

Notifiable Diseases

Head teachers and managers should also be aware of and make available the document "Guidance on infection control in schools and nurseries" available from the Health Protection Agency website. www.hpa.org.uk/infections/topice-az/schools/default.htm. If they are unsure of any issue relating to notifiable diseases they should seek advice from the Health Protection Team (0844 225 4524).