

Administering of Medicine Policy

Corringham CE Primary School

July 2010

1. AIMS OF THIS POLICY STATEMENT

- To support regular attendance of all pupils;

- To ensure staff understand their voluntary roles and responsibilities in administering medicines;
- To ensure parents understand their responsibilities in respect of their children's medical needs and that there is no obligation on staff to administer medicines;
- To ensure medicines are stored and administered safely.

Where 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 and looked after. Even if they have improved, children may not return to school for at least 48 hours after a bout of sickness or diarrhoea.

The school is committed to ensuring that children may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school. This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

2. PRESCRIPTION MEDICINES

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day) ie medicines for asthma, epilepsy and prescription medicines that need four or more doses a day. (3 times a day dosage can be accommodated at home).
- All medicines should be taken directly to the school office by a responsible adult;
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration;
- The medicine should be clearly marked with the child's name and class number;
- The appropriate dosage spoon should be included with all medicines sent to school;
- Any medicine administered will be recorded by the nominated staff member in the Medication Book in the School Office and kept in the labelled medicine drawer;
- Medicines will only be accepted for administration in school on completion of the appropriate form by a parent or carer which acknowledges that there is no obligation for the school staff to administer medicines. Parents can also nominate a named representative to visit school to administer medicines or come themselves.

3. NON-PRESCRIPTION MEDICINES

- We will not administer non-prescription medicines as a rule. Parents are invited to discuss individual requests with the Headteacher.
- However in some cases older children may self administer with notification to the school. Children must not carry medicines themselves for self administration during the day but take to the school office as above.

- Any non-prescription medicine administered will also be recorded in the Medication Book in the School Office;

4. ADMINISTRATION OF MEDICINE

- Medicine is administered by a member of staff on a voluntary basis with a second staff member to witness dosage.
- All medicines are stored securely in the medicine drawer of the office with access only for staff;
- Epi-pens and drugs necessary for treating epilepsy are kept in the medicine drawer of the main office;
- Both staff must complete the 'Medication Book' kept in the office each time medicine is administered within school time
- All staff will be trained on how to administer Epi-pens and Epilepsy drugs each year.

5. PARENTS' RESPONSIBILITY

- In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication can nominate a representative to administer or ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the parental agreement form kept in the office before a medicine can be administered by staff;
- Primary school children may be able to manage their own medication, under adult, supervision but again, only with parental agreement given through the appropriate paperwork as above;
- Parents are responsible for ensuring that all medication kept in school e.g. asthma pumps, Epi-pens, are kept up to date;
- Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.

6. LONG-TERM AND COMPLEX NEEDS

Where a child has significant or complex health needs parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals.

7. SAFE STORAGE OF MEDICINES.

The school is responsible for ensuring that all medicines are stored safely;

- Medicines should be stored in the supplied container, clearly marked with the child's name, dose and frequency of administration;
- Medicines are stored in the medicine drawer of the school office under adult supervision;

- No medicine is kept in a locked cupboard to ensure swift and easy access;
- Where medicines need to be refrigerated they will be kept in the staffroom fridge;

8. MANAGING MEDICINES ON SCHOOL TRIPS

On school visits the teacher is responsible for taking the class medicine chest e.g. asthma pump, Epipen, enzymes, eczema cream with them. They may agree to take temporary responsibility for administering medicine e.g. antibiotics following the above procedure.

Corringham CE Primary School Medicine Consent Form

I _____ (name of parent)
request that staff at Corringham CE Primary School administer the following
medicines to my child:

_____ (name of child)

Medicine Type: _____

Dosage: _____

Date to commence administering medicine: _____

Date to finish administering medicine: _____

Time to be given: _____

I give my consent for the school to administer medicine as detailed above. I understand that whilst every care will be taken to ensure that medicine is given correctly I understand that the Corringham staff cannot accept liability for the failure/incorrect dosage of medicine given though seeking at all times to fulfil their duty of care.

I understand that by signing this consent form, I indemnify Corringham CE School from any legal action resulting from the administering of the above medicines.

Signed _____ (parent/Guardian)

Date: _____

Date & time	Dosage	Signed