Administering Medicine and Drugs Policy

Management and organisation

- The only prescribed drugs and medicines that will be administered are those where clear written instructions are provided by the parent or carer, informing the school of all relevant details. Verbal instructions from the child will not be accepted.
- The responsibility for managing the administration of medicines and drugs is the responsibility of the Head teacher but this may be delegated.
- No member of staff should be asked to administer drugs or medicine unless s/he has received appropriate training and/or is willing to do so.
- Parents and staff will be kept informed of the school's arrangements for the administration of drugs and medicine and will be informed of any changes in arrangements.

Advice on medication

- Children suffering from short-term ailments who are clearly unwell should not be in school and parents or carers will be asked to keep them at home. Some parents may seek to send children to school with non-prescribed medicines (e.g. cough mixtures) and the school cannot accept responsibility for administering medicines of this nature. In cases where drugs and medicines are brought into school, children should not be expected to take responsibility for them; medicines should be brought and collected at the main office by parents or carers.
- Children with chronic illness or disability may need to take prescribed drugs and medicines during school hours in order to lead a normal and happy life. Preferably these should be administered by the nominated person and only for certain conditions e.g. headaches. In these cases, it is good practice to ensure that the child swallows the tablets and to record the relevant information to ensure that if the child is requesting frequent treatment, this can be brought to the attention of parents.
- Children needing medications whilst on a school residential visit will need to have written consent provided before embarking on the trip. Parents will be required to have a meeting with the Group leader and designated First Aider prior to the visit. Whilst away, medication will be held by the First Aider, who will supervise the children as they take their medication. Where possible, this process will be witnessed by another adult and medication records will be completed.

Inhalers for Asthma

- These are often used to prevent wheezing (with exercise) as well as treatment for wheezy episodes. Each case should be considered separately, but older children are often able to decide for themselves when to take the inhaler and can carry it with them and self-administer an appropriate dosage. Inhalers should be marked with the child's name and kept in the classroom. Staff will keep a record of pupil use.

Antibiotics

- A child taking antibiotics can recover quickly and may be well enough to attend school, but it is essential that a course of treatment be completed (see storage of medicines and drugs).

Maintenance Drugs

- A child may be on daily medication (e.g. anticonvulsants) for a condition that requires a dose during the school day. Generally, schools cannot be expected to supervise routinely the treatment of all children, who receive thrice daily medication, since the school day is usually short enough for medication to be given at home before and after school. In these cases, the merits of each case should be considered, and necessary advice may be sought from the school nurse.

Storage of medicines and drugs

- It is the Headteacher's responsibility to ensure medicines are stored safely although this may be delegated. Medicines must be kept in the container supplied, which must be clearly labelled with the name of the child and instructions for use. Some medicines (e.g. liquid antibiotics) may need to be kept in a refrigerator. It may be impracticable for these medicines to be locked away but they should be placed in a sealed airtight container (e.g. Tupperware) and clearly marked 'medicines'.
- Epi-pens are stored in a cupboard out of child reach in the staffroom.
- Buccal Midazolam will be stored in a locked cupboard in the staffroom if there is a child in school who is prescribed it. The medicine is signed in and out of the cupboard daily by an authorised member of staff.
- Staff will check all medicines, Epi-pens, Inhalers etc. each half term to ensure they are still within date.

A standard procedure should be followed when administering medicines:

- Buccal Midazolam will only be administered by a trained person – list on wall in staffroom.
- Epi-pens will only be administered by a trained person – list on wall in staffroom.
- refer to written instruction received by school
- check prescribed dose
- check expiry date
- check prescribed frequency of medication
- measure out prescribed dose and check the child's name
- if there is uncertainty, do not give the medicine but check with the child's parents/carers or doctor

Unusual administrations

In some cases, children require unusual administrations of medicine, for example, injections. Such cases need to be considered individually. In all cases, proper training via health service must be obtained before a school accepts a commitment of this kind.

Approved by the Governing Body Autumn 2021

Policy to be reviewed Spring 2027

Signed by:  (Governor)