

# **The Policy for the management of medicine administration**

## **Introduction**

The policy has been reviewed in line with the guidance of the DfES 'Managing medicines'

The current policies and procedures are laid out in order to make sure

- that everyone, including parents, is clear about their respective roles
- that the management systems are effective in supporting individual children with medical needs
- to ensure that medicines are handled responsibly
- that all staff are clear what to do in a medical emergency

## **Aims**

- that children with medical needs will have the same rights of admission and access to the curriculum as other children
- that short-term, as well as longer term, needs will be met
- that children with medical needs will be supported to take part in all normal activities of the school with extra care in supervision
- that the school will make reasonable adjustments for disabled children including those with medical needs

## **Roles and responsibilities**

- Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition
- The school nurse may be able to provide additional background information and will play a role in supporting the school to provide for the child's needs
- The school will ensure that an appropriate number of the staff have had full First Aid training and that additional training will be given if necessary i.e. anaphylaxis
- Staff managing the administration of medicines will receive appropriate training from health professionals and will follow the school system to ensure that medicines are managed safely
- The Governing Body has the responsibility for the policy for the administration of medicines. It follows East Sussex health and safety policies and procedures.

## **Medical conditions**

Antibiotics: A child may be considered fit to return to school by their G.P. provided s/he continues a course of antibiotics. Where a midday dose cannot be avoided, it will be administered in the school office by the appointed person.

Eye/Ear/Nose drops: It is the responsibility of the parent/carer to see that their child receives an appropriate dose when required and arrangements will be made for them to come to school to do this

Maintenance drugs: If a child is on medication for a condition such as cystic fibrosis or epilepsy that requires medication during the school day, a school health plan will be drawn up in consultation with the parents and the school nurse

Asthma: Information regarding an individual child's Asthma will be required from the parents. Children with significant asthma will have an individual health care plan.

Each case will be considered individually in consultation with the parents and the School Nurse.

Usually a child will only need a reliever during the school day – a blue inhaler used immediately to relieve asthma symptoms.

Inhalers will be administered in the school office under the supervision of the appointed person. If a child in Reception has significant asthma, an inhaler will be kept in the unit and administered under the supervision of the First Aider in the Unit.

Non-prescription medicines will NOT be administered in school.

### **Storing, disposal and recording of medication**

- All medicines that are to be administered in school must have written instructions from the parent or the G.P. specifying the medication involved, circumstances under which it should be administered, frequency and levels of dosage. For children who have Statements of S.E.N. this information should be recorded as part of the Annual Review.
- Medicine should be brought to school by the parent, in the original container with the prescription label attached and handed over as soon as the child arrives at school.
- Only one member of staff at any one time administers medicines. The named person will be known to all members of staff and identified at the start of each school term.
- The administration of any medication/drugs will be recorded in the Medication Record Book
- All medicines are kept in the First Aid cupboard – situated in the medical room. If a child has to have an inhaler close to hand in Reception, it will be kept on a high shelf in the staff cupboard.  
Medicines that require refrigeration will be kept in the refrigerator in the staff-room.

### **Serious medical conditions**

- Teacher's conditions of employment do not include giving or supervising a pupil taking medicines.
- Dudley Infant School ensures that there are a high number of staff – both teachers and support staff – who have had full First Aid at Work training.

Of those, identified staff, who have agreed to administer medicines, receive any further training that is required for a particular child.

- Training in invasive procedures will be conducted by a qualified medical personnel.
- The School Nurse is able to provide advice and support.
- For the protection of both staff and children a second member of staff must be present for an invasive procedure. Appropriate protective clothing (i.e. gloves) must be worn
- For all children who require treatment clear action plans must be available to follow. Parental guidance and directions from the G.P. will form part of this plan.
- In serious medical situations it is essential that an ambulance is summoned by using 999. This must always be done following a severe allergic reaction when an adrenaline injection has been administered.
- It is essential that where children have conditions which may require rapid intervention, all staff are able to recognise the onset of the condition and take appropriate action. Training and advice will be offered by the School Nurse.

## **Educational Visits**

Staff will be aware of the medical needs of the children for whom they have responsibility and will make the necessary plans when taking children out of school for an educational visit.

This will include –

- A risk assessment to be made
- A health care plan for each individual child who has medical needs
- A mobile phone to be carried for use in emergencies

Taking Inhalers on educational visits – the member of staff responsible for the Inhaler on the visit must sign the record to show they have taken the inhaler and then sign the inhaler back in on its return to the medical cupboard.

Reviewed October 2010

To be reviewed October 2013

To be reviewed by Head Teacher yearly and review of policy by governors every 3 years.

Trained at 18.11.11 for the administration of medicine:

Mrs J Froude

Mrs S Poole

Mrs L Eglinton

