

## ADMINISTRATION OF MEDICINES POLICY For Bidbury Infant School

<b>Name of Unit School</b>	Bidbury Infant School
<b>Date Policy Reviewed</b>	September 2021 (to be reviewed annually)
<b>Name of Headteacher</b>	Tarnia Townshend
<b>Signature of Headteacher</b>	<i>T. Townshend</i>

### Policy Statement

Bidbury Infant School will undertake to ensure compliance with the relevant legislation and guidance in *Supporting Pupils at School with Medical Conditions by the Department of Education (December 2015)* with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines Bidbury Infant School is held by Mrs Gill (Administrative Assistant) who is the responsible manager.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the *Supporting Pupils at School with Medical Conditions* document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

### Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
  - prescribed medicines
  - non-prescribed medicines
  - maintenance drugs
  - emergency medicines
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

### Administration

The administration of medicines is the overall responsibility of the parent/s. The Administrative Assistant is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with the parent/s.

### Routine Administration

Prescribed medicines

## CHILDREN'S SERVICES HEALTH & SAFETY

- It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate, following consultation and agreement with, and written consent from the parent/s

### Non-prescribed medicines

- It is our general policy not to take responsibility for the administration of non-prescribed medicines, (eg. Calpol or cough mixtures provided by the parents) as this responsibility rests with the parent/s
- On occasions when children require emergency school paracetamol or allergy relief medicine to ease their symptoms and enable them to remain in school, it is our policy to administer emergency school paracetamol/allergy relief medicine:-
  - a) Providing that written consent from the parents has been received in advance
  - b) A phone call has been made to the parent/s to obtain authorisationAdministration is in accordance with guidance provided in the *Supporting Pupils at School with Medical Conditions* document
- Children under 16 years old are never to be administered aspirin or medicines containing Ibruprofen unless prescribed by a doctor
- Responsibility for decision making about the administration of all non-prescribed medicines will always be at the discretion of the responsible manager who may decide to administer under certain miscellaneous or exceptional circumstances

### Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written for the child concerned

## Non-Routine Administration

### Emergency medicine

- It is our policy (where appropriate) to manage the administration of emergency medicines such as:
  - Injections of adrenaline for acute allergic reactions
  - Rectal diazepam for major fits
  - Injections of Glucagon for diabetic hypoglycaemia
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted

## Procedure for Administration

When deciding upon the administration of medicine needs for children we will discuss this with the parent/s concerned and make reasonable decisions about the level of care required.

Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent/s and kept on file.

Individual health care plans will be completed for children where required and reviewed periodically in discussion with the parent/s to ensure their continuous suitability.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file.

If a child refuses to take medication the parents will be informed immediately.

## Contacting Emergency Services

If a child becomes severely ill after the administration of any medicine then an ambulance will be summoned immediately.

## Medical Accommodation

The medical room will be used for the administration of medicine/treatment purposes. The room will be made available when required.

## Training

Where staff are required to carry out non-routine, more specialised administration of medicines or emergency treatment to children; appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

A 'staff training record' sheet will be completed to document the level of training undertaken.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

## Storage

The storage of medicines is the overall responsibility of the Mrs Gill (Administrative Assistant) who will ensure that arrangements are in place to store medicines safely.

The storage of medicines will be undertaken in accordance with the *Supporting Pupils at School with Medical Conditions* document and product instructions. Medicines should be stored in the original container in which they were dispensed.

It is the responsibility of all staff to ensure that the medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date.

## Disposal

It is not the school's responsibility to dispose of medicines. It is the responsibility of the parent/s to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

Signed *T. Townshend*

Date September 2021

Reviewed: September 2021

Next review date: September 2022