

# **St Kenelm's C of E Primary School**



## **Administration of Medicines Policy**

**January 2022**

Respect, Honesty, Friendship, Compassion, Thankfulness, Wisdom

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## Our Vision, Values and Ethos

### Our Vision

# Nurturing each and all. Guiding, Trusting, Inspiring and Celebrating.

(The Parable of the Lost Sheep, Matthew 18. 10-14)

*Our vision is to celebrate and support all individuals on their life journey within a Christian ethos. We aim to provide a nurturing environment inspiring all to achieve their full potential and flourish through personal discovery within a caring, trusting community.*

### Our Values

*Respect, Honesty, Friendship, Compassion, Thankfulness & Wisdom.*

Values are fundamental expressions of what we think and believe. As a school we encourage children to think about personal and social values and to develop their capacity to be active and effective citizens.

### Our Ethos

St Kenelm's School demonstrates the major Christian values in the ways children are cared for and in the care and respect the children are expected to show towards all other people, the world beyond the school and their immediate surroundings. As a school, we celebrate the diversity of the wider community and are committed to the principles of inclusion and equal opportunity.

Being kind, helpful and tolerant to each other in line with New Testament teaching underpins the school's ethos.

Following Jesus, our Good Shepherd, our hope is that children will grow into good shepherds themselves; treating each other with love, kindness, care and respect, as they would want to be treated themselves.

## Responsibilities and Requirements

### The governing body is to ensure:

- That the arrangements in place support pupils with medical conditions.
- That children with medical conditions (both short and long term) can access and enjoy the same opportunities at school as any other child.
- That staff are properly trained to provide the support that pupils need.
- That an appropriate level of insurance is in place.

### The parent/carer:

- Must give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to the school office in person.
- Must complete and sign the Administration of Medicine form.
- Must keep staff informed of changes to prescribed medicines.

### The Headteacher is to:

- Ensure that the school's policy on medicines and administering medicines in school is implemented.
- Ensure that staff receive support and appropriate training where necessary.
- Share information, as appropriate, about a child's medical needs.
- Ensure that parents are aware of the school's policy on the administration of medicines.
- Consult with other professionals as necessary e.g. the school nurse.

### School Staff must:

- On receipt of medicines, ensure the child's name; prescribed dose; expiry date and written instructions provided by the prescriber are checked.
- Ensure that the parent/carer completes an Authorisation of Medicine form for the administration of medicines following the prescriber's instruction.
- Ensure that medicines that require refrigeration are stored in the medicine fridge in the staffroom.
- Ensure Class Teachers/Teaching Assistants are aware that a pupil requires medication.

## Prescription medicines

Medicines should only be taken in school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. We only accept medicines that have been prescribed by a doctor, dentist, and nurse prescriber. Medicines should always be provided in the original container provided by a pharmacist and include the prescriber's instructions for administration.

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Wherever possible, medicines which are prescribed in dose frequencies that can be taken outside of school hours e.g. in the morning, after school hours and at bedtime, should be taken then. This needs to be encouraged so staff do not have to administer medicine at lunch time unless absolutely necessary. See antibiotics section below.

## Antibiotics

Most antibiotic medication will not need to be administered during school/setting hours. Twice daily doses should be given in the morning before school and in the evening. Three times a day doses can normally be given in the morning before school, immediately after (provided this is possible) and at bedtime. It should normally only be necessary to give antibiotics in school if the dose needs to be given four times a day, in which case a dose is needed at lunchtime.

Parent/carers must complete the Authorisation of Medicine form and confirm that the child is not known to be allergic to the antibiotic. The antibiotic should be brought into school in the morning and taken home again at the end of each day by the parent/carer.

Whenever possible the first dose of the course, and ideally the second dose, should be administered by the parent/carer.

All antibiotics must be clearly labelled with the child's name, the name of the medication, the dose, the date of dispensing and be in their original container.

In the school, the antibiotics should be stored in a secure cupboard or where necessary in a refrigerator. Many of the liquid antibiotics need to be stored in a refrigerator — if so, this will be stated on the label. Some antibiotics must be taken at a specific time in relation to food. Again, this will be written on the label, and the instructions on the label must be carefully followed. Tablets or capsules must be given with a glass of water. The dose of a liquid antibiotic must be carefully measured in an appropriate medicine spoon, medicine pot or oral medicines syringe provided by the parent/carer.

If the pupil does not receive a dose, for whatever reason, the parent/carer must be informed that day.

## Non-prescription medicines

Non-prescription medicines are not administered at school and pupils should not bring them to school for self-administration. The exception to this is non-prescription travel sickness medication which can be administered by staff provided they are supplied in the original packaging and is accompanied by an Authorisation of Medicine form. It must be suitable for the pupil's age. It must be supplied by the parent (not the school) with manufacturer's instructions included. Staff still need to check that the medicine has been administered. The medication will be stored and administration recorded as for prescription medicines.

## **Pupils with long term or complex medical needs**

Parents or carers should provide the school with sufficient information about their child's medical condition and treatment of special care needed at the school. Arrangements can then be made, between the parents, headteacher, school nurse and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant needs, arrangements will be documented in a Health Care Plan. Please see the Supporting Pupils with Medical Conditions policy.

## **Asthma inhalers**

Advice to school staff is that children should be trained as early as possible to self-administer their inhaler, these may be kept in the classroom or in their bag. Where possible, named inhalers should be kept in school at all times.

## **Administering Medicine**

All medicines to be administered in school must be accompanied by written instructions from the parent, the GP or Dentist prescription specifying the medication involved, circumstances under which it should be administered, frequency and levels of dosage. An Authorisation of Medicine form must be completed. Each time there is a variation in the dose, a new form must be completed.

Children are not allowed to keep their medicine. At the time of administering the medicines the relevant Medicine Authorisation form must be updated.

## **Refusal to take Medication**

If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably possible.

## **Storage of Medicines**

All medicines must be stored in accordance with product instructions (paying particular attention to temperature). Medicines will normally be kept in the medicine box in the staffroom, with the exception of adrenaline pens and inhalers, which need to be more readily available, and medicines which need to be refrigerated, which are kept in the staff room fridge. All medicines must be stored in the supplied container and be clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

All emergency medicines, such as asthma inhalers and auto-injector (epi-pens) pens, should be readily available to children and kept in an agreed place in the classroom. Children may carry their own inhalers, when appropriate.

## **Sun Cream**

During hot weather, parents are asked to administer sun cream or after-sun to their own children before school or to provide spray-on sun cream which then children can administer

themselves. However, if a parent provides a note, staff in Reception (Little Minster) will apply cream if and when necessary.

## **Sporting activities**

Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers. These should be taken to PE Sessions. Staff supervising sporting activities are to be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures. Epi-pens should be taken to the PE Lessons too if felt necessary.

## **Staff training**

The school ensures that staff who administer medicine are fully briefed in general procedures for medicines and that they receive appropriate training to administer specific medicines, for example, auto-injectors (epi-pens), insulin etc

Training in the administration for specific medicines is arranged via the school nurse. Records are maintained of all training completed by staff.

## **Educational visits**

Staff will administer prescription medicines to pupils when required during educational visits. Parents should complete a consent form and supply a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (apart from travel sickness medication) cannot be administered by staff and pupils must not carry them for self-administration. Hay fever remedies etc should therefore be provided, if necessary, on prescription. Pupils with medical needs will be included in educational visits as far as is reasonably practical. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit. All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

## **Disposal of Medicines**

For medicines that are date expired or no longer needed, parents should be contacted for them to collect and arrange safe disposal. All medicines will be sent home at the end of each term.

Signed on behalf of the school .....

Signed on behalf of the governors .....

**Date:** January 2022

**Date to review:** January 2025



**ADMINISTRATION OF MEDICINES**

NAME OF CHILD: ..... CLASS: .....

KNOWN ALLERGIES: .....

I give permission for ..... (name of staff member/s) to administer

..... (state dose/amount) of the following medicine: .....

This medicine has been prescribed for ..... (give reason).

SIGNED: ..... (Parent/Guardian)

DATE: .....



