

## Ewloe Green Primary School

### Administration of Medicines in School Policy Document

#### Introduction/Rationale

When school is asked to administer a prescribed medicine or treatment to a pupil and the Headteacher agrees, then appropriate procedures are to be followed.

Staff recognise that they have a professional duty to safeguard the Health and Safety of all of our pupils. They are aware of their duty to act as any reasonable parent would to ensure that pupils are healthy and safe on school premises and in our care. This may in exceptional circumstances, require the administration of medicines and taking action in an emergency. This duty extends to teachers on residential and day visits outside of the school.

#### Parental Role

- Parents are required to provide the school with full information about their child's medical needs.
- Parents are responsible for letting the school know if any changes to the prescription or support is needed.
- It is best if at all possible to have medicine prescribed in doses which can be taken outside of the school day. Parents are encouraged to ask their Doctor/Dentist about this.
- Parents are responsible for the disposal of medicines and they should collect them at the end of each half term or sooner.
- Parents are asked to complete the form 'Request to Administer Medicine' or may write a note containing the same information i.e. name of child, date, name of medicine, dosage, permission to administer, time to administer and any other information relating to the condition of the child.

#### Non Prescribed Medicine

School staff should generally not give non prescribed medicine to pupils. However, should a parent require that their child receive pain relief or other such medicine, they are encouraged to administer it if possible at home. In exceptional circumstances the school will agree to administer.

#### Procedure For the Administration of Medicines

- No pupil will be allowed to self administer medicine. This is with the exception of Asthma inhalers which will be supervised by staff if they are needed.
- Medicines will be kept with the authorised staff in a locked container.
- The member of staff administering the medicine will check:
  1. Pupils Name
  2. Written instructions provided by Parents or Doctor
  3. Prescribed dose
  4. Expiry date
  5. Complete the record sheet and sign
- If in doubt, staff will check with parents or health professionals before administering medicine

## **Emergency Procedures**

- **Staff noticing a deterioration in a pupils health over time should inform a senior member of staff/first aider immediately. Parents will be notified.**
- **A pupil taken to hospital in an emergency will be accompanied by a member of staff and will remain with the pupil until the parents arrives.**

## **Storage**

- **Medication should only be brought into school when absolutely essential.**
- **Medicines will be kept where possible with the authorised member of staff.**
- **Large volumes of medicine will not be stored. Wherever possible the parents should bring the daily required dose only.**

## **Health Care Plan**

**Occasionally pupils have medical conditions which if not managed properly could limit their access to education. Such pupils are regarded as having medical needs.**

**Parents will be invited into school to discuss their childs needs with the class teacher and senior member of staff/ALNCO. The School Nurse will also be included in this meeting and will identify the level of need and draw up a care plan for the individual child.**

## **Staff Training**

**A health care plan may highlight the need for staff to receive training in order to best meet the needs of the child. This may encompass training about a specific medical condition or the administration of medication etc. Staff will receive appropriate training from the School Nurse.**

## **Intimate or Invasive Treatment**

**Staff will not be expected to administer this kind of medication. Should a pupils health deteriorate to the extent whereby they need such treatment, then advice will be taken and the appropriate emergency procedure will be put into action.**

**Policy Written: November 2011**

**Policy Review; 2014 or sooner if required**

**Signed Headteacher:**

**Signed Chair of Governors:**

**Ewloe Green Primary School**

**Request To Administer Medicine**

**Parental Agreement for school to administer medicine to your child**

- **The school will not give your child medicine unless you complete and sign this form. The school has a policy that staff can administer medicine.**
- **Medicines must be in the original container as dispensed by the pharmacy.**
- **Non prescription Medicines must be administered by parents out of school hours if at all possible but will in exceptional circumstances be administered by school.**
- **If at all possible, prescribed medicine should be administered at home by parents during out of school hours. Please discuss if this is possible with your Doctor/ Dentist.**

**Date:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Name of Child:** \_\_\_\_\_

**Name of Medicine/Tablets:** \_\_\_\_\_

**Expiry Date:** \_\_\_\_\_

**Dose to be administered:** \_\_\_\_\_

**When to be administered:** \_\_\_\_\_

**Any other instructions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Day time phone number of parent:** \_\_\_\_\_

**Name and Phone number of GP:** \_\_\_\_\_

**The above information is to the best of my knowledge accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform school immediately in writing if there is any change on dosage or frequency of the medication or if the medicine is stopped.**

**Parent/Carer Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_



