

## Administration of Medicine Policy

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*THIS POLICY REFERS TO ALL PUPILS INCLUDING THOSE IN EYFS*

## Administration of Medicine Policy

### Contents

Policy Statement .....	3
Administration of Medicine Procedure .....	3
1. Administration .....	4
2. Instruction and Training.....	4
3. Children with Infectious Diseases .....	4
4. Safety Checklist .....	4
5. Safe Storage and Disposal of Medicines .....	4
6. Recording .....	5
7. Administering of Medication .....	5

## Administration of Medicine Policy

### Policy Statement

A pupil who is unwell and unfit to attend school would normally be kept at home by the parent/carer until fully recovered. In some circumstances the Headmaster, Head of IJS, the class teacher or School Nurse may feel that pupils are not well enough to be in school and will arrange for their return home, having first made contact with the pupil's parent/carer.

It is each parent/carers responsibility to ensure that their child is fit to attend school, and any medication required whilst the pupil is at school should ideally be administered by the parent/carer.

Very few medicines need to be taken four times a day. In most cases, medicines can be given before the pupil leaves home for school and immediately on their return from school, so that a consistently high level of the medication is maintained in the bloodstream throughout the day. The same principle can also be applied to medications such as creams for conjunctivitis etc.

A problem may arise where either the parent cannot administer the dosage, if it must be taken in school time, or the pupil has a chronic need of medication.

### Administration of Medicine Procedure

Before medicine is administered the parents must complete an 'Administering of Medication Form' available from the school secretary in the Infant School or the School Nurse for Junior and Senior school, please see the Appendix at the end of this policy for a copy.

All parts of the form must be completed:

- Name and date of birth of the child
- Names of medicines
- Details of prescribed dosage and expiry date
- Consent given by the parent/carer for staff to administer these medicines and the duration of the administration

The Parent Consent form, providing all the information above, will be copied and retained in a central file as a record for future reference. If this information is on-going, the School nurse will ensure that it is reviewed regularly and kept up-to-date.

The School Nurse will come to the Infant (or Junior) School to administer the medication and, for the Junior and Senior School, pupils will go to the Medical Room. However, if a member of staff other than the School Nurse is to administer medication, they must first read the check list below in the 'safety checklist' section of this document.

Where administration of medicines requires medical or technical knowledge, training will be given. An example of this would be in the training given to staff on the management of allergies in a school setting and the administration of an adrenaline auto-injector.

## Administration of Medicine Policy

### 1. Administration

Where at all possible, all medicines are administered by the School nurse.

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. *This is purely a voluntary role.* If staff agree to administer medicines they must first read the checklist in the procedures document.

Under no circumstances are any medication, even non-prescription drugs administered without parental approval. Parental permission for the administration of paracetamol and/or ibuprofen is obtained from parents prior to a pupil starting school.

### 2. Instruction and Training

Specific instructions and/or training is given to staff before they are required to assist with or administer medicines or medical procedures.

Such safeguards are necessary both for the staff involved and to ensure the well being of the child. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions.

### 3. Children with Infectious Diseases

Children with infectious disease will not be allowed in school until deemed safe by their GP and/or the School nurse or local health authorities.

### 4. Safety Checklist

- Is any specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?
- Has the parent completed the Medication Consent Form? Has a copy been filed?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for the GP and parent or guardian clear?
- Will medication be stored in a same place and at a suitable temperature?

### 5. Safe Storage and Disposal of Medicines

When medicines are used, staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP/pharmacist or from parents.

All medicines should be stored in the original container, be properly labelled and kept in a secure place, out of reach of children. Arrangements may be needed for any medicines that require refrigeration.

## Administration of Medicine Policy

Medicines should only be kept while the child is in attendance.

Asthma Inhalers are kept in the pupils' classrooms in the Infant School. In the Junior School, spare asthma inhalers which have been sent in to school by Parents/Carers are stored in the Junior School First Aid Room, and in the Senior School, in the Medical Room. Junior and Senior pupils are encouraged to carry their own inhalers in addition to any kept at school.

Where needles are used, they must be disposed of in the 'Sharps Bin' which is available in the School nurse's office (portable bins are also available on request). Clinical waste should be disposed of in the 'Medical Bin' located in the Infant School staff toilets or in 'clinical waste' bag. Medical waste bins are also available in the Junior and Senior School and the Medical Room.

Any unused or out dated medication should be returned to the parent for safe disposal.

### 6. Recording

All medicine given is recorded by the School nurse in individual medical records. If staff at the Infant Department administer medicine, they record this in a file available in the Infant School Office, giving the date, time and dosage.

### 7. Administering of Medication

Nottingham High School will undertake to administer medication to pupils only upon receipt of the relevant completed form signed by the pupil's parent or guardian.

## Administration of Medicine Policy



### Parental agreement for School to administer medicine

The School will not give your child medicine unless you complete and sign this form.

Name of School	Nottingham High School
Name of child	
Date of birth	/ /
Form	
Medical condition or illness	

**Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Date dispensed	/ /
Expiry date	/ /
Agreed review date to be initiated by	School Nurse
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the School needs to know about?	
Self-administration?	Yes / No (please select)
Procedures to take in an emergency	

**Contact Details**

Name	
Daytime telephone no.	

## Administration of Medicine Policy

Relationship to child

Address

School nurse

I understand that I must deliver the medicine personally to

I accept that this is a service that the School is not obliged to undertake.

I understand that I must notify the School of any changes in writing.

Date \_\_\_\_\_

Signature(s) \_\_\_\_\_