

## MEDICINE ADMINISTRATION POLICY

There is no legal requirement for staff in school to administer medicines to pupils. However, working within the Local Authority guidelines, staff may agree to administer medicines in consultation with the parent / carer and trained 1<sup>st</sup> Aid staff in school.

- Whilst there is no legal requirement for staff in school to administer medicines to pupils, we are fortunate that staff are generally willing to do so, within the limits that the Local Authority advises. School Health have advised that any child requiring medicine three times daily should have this in the early morning before school, straight after school and at bedtime. This is the procedure that we adopt at Holywell.
- Only medicines prescribed by a Doctor will be accepted in school.
- Parents /carers **must** submit a written request addressed to Mrs Cleeton, Senior Administrator, stating the name and class for the child, the correct dosage and any special conditions for storage.
- Parents / carers must bring medicine into the school office and sign the medicine registration book on a daily basis even if the medicine is left in school overnight.
- No medicines should be brought into school by children under any circumstances.
- Sun protection cream cannot be applied to children by staff.
- Eye drops cannot be administered by staff.
- All children with specific medical needs have a Personal Care Plan written for them in consultation with the parent / carer. Their requirements are updated regularly and their PCPs are displayed in the medical room and staff room.
- Epi-pens will be administered in emergency situations only by trained members of staff. Written permission by parents must be obtained. The school has a register of staff who have been trained in the administration of Epi-pens. This training is undertaken annually.
- Pain killers (e.g. Aspirin or Paracetamol, including 'junior' forms such as Calpol), cannot be administered to children (even at the request of the parents) unless they have been prescribed by a doctor. Medicines bought over the counter cannot be accepted.

- Inhalers should be clearly labelled with the child's name and will be kept by the child for emergency use. Glucose sweets for diabetic children will also be kept close by the child.
- On school trips and outings medical information for each child is collated and recorded on the School Trip Form and where necessary medication for that child/group is packed with the First Aid kit.
- Other than on school trips teachers, teaching assistants and inclusion assistants will not normally administer medicines.
- On all residential school trips the Trip Leader is responsible for ensuring the appropriate completion of the 'Child Medicine Administration Book - Residential Trips'. This will include parental guidance regarding type of medicine and dosage, prior to the trip departure. A designated member of staff on the trip will ensure appropriate administration of all medicines for the duration of the trip which includes detailed record keeping as outlined in the "Trip Book".
- Medicines will not be kept in class rooms other than inhalers.
- Parents / carers are welcome to come into school to administer any medicines if they wish to.

### Asthma

The school has an Asthma Policy which is displayed in the medical room and is given to all staff annually together with a register of children with asthma.

All medicines sent into school (except those needed for emergency use) will be kept in a central cupboard in the medical room so that only staff can access them. Controlled drugs are kept in a locked box which is locked in the school Administrators locked cupboard.

Insulin (and any needles - used or new) are kept in a locked box in the school Administrator's office cupboard. Parents take responsibility for the removal of used needles.

Ritalin is classified as a 'controlled drug' and parents/carers are asked to contact the Headteacher, in the first instance, if a child needs to have this drug administered during the school day. Controlled drugs are kept in a locked box which is then locked in the school Administrators office cupboard so nobody other than an authorised keyholder can access them. Parents/carers are responsible for bringing in further supplies when required.

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