

St Joseph's Roman Catholic Primary School

Policy for Administration of Medicines



Children who are ill and require prescription medication may often be considered too ill to attend school. There are, however, circumstances where prescription medicines need to be taken whilst the child is in school, or where a child may develop a minor illness (such as a headache) during the school day, and where the Headteacher feels it is appropriate for them to remain in school but receive medical relief such as infant paracetamol.

Purpose

This policy aims to ensure that any medication held in school is safely stored and correctly administered with the proper consent of parents/carers. This is necessary in order to protect children and avoid adverse reactions.

Legal considerations

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. This is a role which our staff volunteer to do and the final decision as to whether to administer medicines will be made by the Head, or Deputy in their absence. As this is the case, staff should be particularly cautious when agreeing to administer medicines where:

- The timing is crucial to the health of the child;
- Where there are potentially serious consequences if medication or treatment is missed;
- Or where a degree of technical or medical knowledge is needed.

Staff who volunteer to administer medication should not agree to do so without first receiving appropriate information and/or training specific to the child's medical needs, for example epi-pen training.

Under no circumstances should any medication, even non-prescription drugs such as paracetamol, be administered without written parental approval.

Practice

Parents are to be discouraged from sending medications into school, where possible they should be administered at home. In cases where medication should be administered three times a day, this could be done before school, immediately after school and at bedtime for example. We recognise that there will be exceptions to this and in such circumstances the following guidelines should be followed:

- There must be a **completed medication consent form** which has been signed by the parents giving permission for the medicine to be administered together with instructions on when and how much to administer. However, this relies on a member of staff being willing to do this. Alternatively, parents may wish to return to school in order to administer the medicine themselves.
- Medication should be stored in the **original packaging** and must be kept in the locked medicines cabinet in the first aid room with the exception of medicine which must be refrigerated; storage details should be included on the consent form. In this case medicines

will be stored in the fridge within the staffroom and kept separate from any foodstuff. Reliever inhalers (usually blue) will be stored in the inhaler box in each classroom but should also be taken with the child whenever they undertake physical activity outside of the school premises.

- Only the member of staff administering medicine should sign the record stating the date and time the medication was administered, **Appendix B**.
- Where needles are used, a sharps container and adequate arrangements for collection and incineration should be in place. These arrangements are necessary for any equipment used which may be contaminated with bodily fluids, such as blood.
- Any unused or outdated medication will be returned to the parents/carers for safe disposal.
- A small supply of infant paracetamol will be held in school for use when a pupil develops a minor illness during the school day. In these circumstances, and at the discretion of the Headteacher, a phone call will be made home to request verbal permission to administer the medication. If this is given, it will be recorded as such on the medication consent form and the medication given as above.

Record Keeping

Medication consent form (Appendix A)

The following information must be completed by the parent:

- Name and DOB of child
- Name of parent/carer and an emergency contact number
- Name of medication
- Quantity of medication given to school
- Storage details
- Expiry date of medication
- Signed consent for staff to administer the medicine

The person administering the medication must complete the medicine record (Appendix B)

The Medication consent form, with all information completed, will be copied and retained in a central file as a record for future reference.

This is a role which our staff volunteer to do and the final decision as to whether to administer medicines will be made by the Headteacher, or Deputy in their absence. Any agreement may be rescinded by the Headteacher at any time.

Medicines should never be administered to a child other than the one for which it was prescribed.



Medication Consent Form

Important: School staff are not required to undertake this duty

Child's name:	Date of Birth:	Class:
Name of Parent/Carer and emergency contact number:		
Medication:	Storage requirements:	
Dosage:	Expiry date:	
Quantity given to school:	Special guidance/frequency:	
Consequence if medication or treatment missed/ action required:		
<p>Parent/Carer consent, please read and sign: <i>This task is being undertaken voluntarily and in the spirit of general care and concern. We will make every effort to administer this medication on time and as required.</i></p> <p>Signed _____ Date _____</p>		

