

St Thomas More RC VA Primary School



Administering Medicines Policy

Mission Statement

“Love God with all your heart, with all your soul, with all your mind and with all your strength and love your neighbour as you love yourself.”

(Mark 12:30-31)

St Thomas More RC Primary School exists to help parents and carers educate children spiritually, morally, physically and academically as well as possible.

We aim to be a truly Christian community, where our relationships are built on encouragement, concern, respect, forgiveness and reconciliation.

Our religious life is rooted in the faith, practice and moral teaching of the Roman Catholic Church.

Each person in our community is specially valued and has an important part to play in making sure that we live out our mission.

Introduction

It should be noted that there is no legal duty that requires school staff to administer medicines. However, we recognise that some children may be disadvantaged if medicines were not administered, and also that some children, who are a little unwell and would not pose a risk to other children, would benefit from being in school. Therefore we are willing to undertake this task to enable regular attendance, under the following conditions.

The administration of medicines will be for pupils who are:

- suffering from chronic illness or allergy, or
- recovering from a short-term illness and are undergoing or completing a course of treatment using prescribed medicines, or
- in need of a non-prescription medicine for certain known conditions (not because the child has a bit of a headache).

Prescription Medicines

Medicines should only be taken to 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 will only accept prescription medicines that have been prescribed by a doctor, dentist, or qualified non medical prescriber (nurse, pharmacist, podiatrist, optometrist and physiotherapist). Medicines should always be provided in the original container, clearly marked with the child's name, as dispensed by a pharmacist and include the prescriber's instructions for administration. They should also be accompanied by a fully completed parental consent form.

Aspirin or ibuprofen will NOT be administered unless prescribed by a doctor. Parents are welcome to come in and give their child medicine if they wish.

Non-Prescription Medicines

Non-prescription medicines are those which can readily be bought "over the counter", such as Calpol, and should not be sent into school unless the child has a recognised condition, such as toothache or earache.

All non-prescription medicines must be accompanied by a parental consent form. Non-prescription medicines will only be allowed into school in their original containers which clearly state what they are and maximum dose and dose frequency. Staff will never give a non-prescribed medicine to a child unless there is specific written permission from the parents on the appropriate form, and it is the medicine supplied by the parent.

Staff will only give a pupil medicine intended for that pupil (i.e. **NOT** medicines belonging to the staff member or belonging to another pupil) and we will not keep stocks of non-prescription medicines to give to pupils.

NB A child under 16 will never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor. Parents are made aware of this via the prospectus.

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions. Any changes to dosages must be authorised by a medical practitioner or responsible prescriber.

Procedure for Administration of Medicines in Schools

Written Instructions

All medicines that are to be **administered in school** must be accompanied by written instructions from the parent and/or the GP and must be admitted into the school office with a parental consent form

Each time there is a variation in the pattern of dosage, a new form should be completed and it should be accompanied by written confirmation from a medical practitioner to confirm the variation, unless it is a completely new prescription at the end of an existing prescription.

Any member of staff giving medicines to a child will check:

- the child's name;
- prescribed dose
- expiry date
- written instructions provided by the prescriber on the label or container

If in doubt about any procedure staff will not administer the medicines and will check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue will be discussed with the parent.

We shall keep written records each time medicines are given. The parental consent form will be used for this purpose. Good records help demonstrate that staff have exercised a duty of care. The school will, in this circumstance, be storing the medicines and all the points on the storage of medicines will be adhered to.

Parental Responsibilities

Children must not keep medicines anywhere in school. They must be taken by a responsible adult to the school office at the start of the school day. The parental consent form must be fully completed. The only exception to this would be in the case of asthma inhalers, provided that the child is capable of looking after the inhaler, and the parent has signed to give permission for this.

Staff Responsibilities

All medicines will be kept appropriately in the school office and administered by a member of the support staff. Medicines required to be taken when a child is on a school trip will be administered by a member of the accompanying staff in accordance with the written instructions given by the parent on the appropriate form. Medicines needing refrigeration will be kept in the refrigerator in the Treatment Room, clearly labelled.

When a child is given medicine he/she will first be asked his/her name and this name checked against the name on the medicine – even if the member of staff knows the child well. The appropriate form, signed by the parent, will be checked for the time the medicine is required and the dosage and also to check to ensure that another member of staff has not already administered the dose.

If the administration of prescription medicines requires technical or medical knowledge, then individual training will be provided to staff from a qualified health professional.

Record Keeping

The date, time, staff name, signature and witness name and signature of an additional member of staff will be recorded on the combined parent consent/medication care plan form.

Storage of Medicines

The Headteacher is responsible for making sure that medicines are stored safely. Medicines will be kept appropriately in the school office, accessible only to staff. Medicines requiring refrigeration will be kept in the Treatment Room refrigerator, clearly labelled.

Emergency Medicines

These are medicines which need to be readily available in an “emergency situation” and include medicines such as asthma inhalers and epi-pens. These are always readily available to pupils as and when they need them. Some pupils have the capacity to keep and administer their own medication of this type and where this is the case then that is an acceptable situation. Where pupils are deemed not to have this capacity then the medicines will be securely stored in such a way that they are readily accessible. We also have a system to ensure these emergency medications are readily available at times when the pupils may not be in the classroom (e.g. out of the classroom activities e.g. visits).

Emergency Procedures

An ambulance will be called in all emergency situations. A child will not be taken to hospital in a staff car except in very exceptional circumstances. In the parent’s absence, a member of staff will accompany the child to hospital and stay with the child until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Disposal of Medicines

Medicines will be returned to the parents who must sign a form accepting them back. It is the responsibility of parents to ensure that date-expired medicines are returned to a pharmacy for safe disposal. All medicines will be returned to the parent at the end of each term.

In exceptional circumstances unused medicines may remain with staff and will need to be disposed of appropriately.

In order to provide a full audit trail of medicines, a record is required to identify the removal of a child’s medicines. This record should detail the following:

- Date of disposal/return to parent
- Name and strength of medicine
- Quantity removed
- Pupil for whom medication was prescribed or purchased

This record is also necessary when medication is transferred

This procedure includes any transfer to an NHS hospital.

Residential Visits

Where children are staying away from home on a residential visit organised by the school, parents will be asked to sign a form giving permission for mild medication such as paracetamol, antiseptic cream or lip salve, to be administered by staff if deemed necessary. Other medicines, including asthma inhalers, will require a separate form.

ST THOMAS MORE RC PRIMARY SCHOOL

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION – PARENT CONSENT FORM

The school will not give your child medication unless you complete and sign this form.

DETAILS OF STUDENT

Pupil Name.....Year Group

Address.....Date of Birth.....

.....Condition or illness.....

MEDICATION

Name/Type of Medication (as described on the container)

How long will your child take this medication?Date dispensed.....

Dosage and methodTiming.....

Special Precautions

Side Effects

Procedures to take in an Emergency (if applicable).....

CONTACT DETAILS

NameTel

Relationship to Pupil... ..

Address

I understand I must deliver the medicine personally to the office and accept that this is a service which the school is not obliged to undertake.

I understand that the Local Authority, governors and school staff cannot accept responsibility for any adverse reaction my child may suffer as a consequence of being administered the prescribed medication at my request.

Parent SignatureDate

MEDICATION CARE PLAN (For Office Use)

Date	Time	Staff Name	Signature	Witnessed By	Signature

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MEDICINE DISPOSAL FORM

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Parent Disposal

Date of disposal

Name of Parent where the medication has been returned to.....

Name and strength of medicine

Quantity removed.....

Pupil for whom medication was prescribed or purchased

I understand that it is my responsibility to ensure that date-expired medicines are returned to a pharmacy for safe disposal or transferred appropriately to an NHS hospital if appropriate.

Parent SignatureDate

Staff Disposal

In exceptional circumstances, staff can dispose of unused medicines accordingly.

Date of disposal

Name of Pharmacy the medicine has been returned to.....

Name and strength of medicine

Quantity removed.....

Pupil for whom medication was prescribed or purchased

Staff SignatureDate