



## **Guidance on Administering Medicines**

Date Ratified by the Governing Body: November 2023

Signed by Head Teacher:

Signed by Chair of Governors:

Next Review Date: September 2024

This policy was reviewed with reference to our policy on Supporting pupils at school with medical conditions and statutory guidance published by the DfE

<https://assets.publishing.service.gov.uk/media/5ce6a72e40f0b620a103bd53/supporting-pupils-at-school-with-medical-conditions.pdf>

First and foremost, the Headteacher will make it clear to parents that they are responsible for ensuring their child is well enough to attend school. If a child is acutely unwell they must be kept at home.

### **Authorising medicines to be administered**

It is the Headteacher's decision, in consultation with the governors, whether to authorise the administration of prescription medicines in school. There is no legal duty that requires staff to administer medicines. However, anyone caring for children including teachers, other school staff and day care staff in charge of children, has a common law duty of care to act like any reasonable prudent parent. Staff need to make sure that children are healthy and safe. In exceptional circumstances, the duty of care could extend to administering medicine and/or taking action in the event of an emergency.

### **Administration of Medicines**

Where the Headteacher has authorised the administration of prescription medicines in school, the following advice will be followed.

If it is authorised, the following points should be observed:

- A parental request/consent form should be completed – these are available in the front Reception area of school.
- Short-term prescription requirements should only be brought to school if it is detrimental to the child's health not to have the medicine during the school day. If the period of administering the medicine is eight days or more, there must be an individual Health Care Plan. We ask that frequency of administration is kept to a minimum during the school day and additional doses are managed at home. This keeps control of administration and ensures safety in managing potentially high numbers of children who require seasonal medication. If this becomes unmanageable then parents will be informed.
- The school/setting will not accept medicines that have been taken out of the container as originally dispensed nor make changes to prescribed dosages.
- The school/setting will not normally accept medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber unless it is done as part of an Individual Health Care Plan. The school will inform parents of this.
- Some medicines prescribed for children are controlled by the misuse of Drugs Act. The school/setting will keep controlled drugs in a locked non-portable container to which only named staff will have access. A record of access to the container will be kept. Misuse of a controlled drug is an offence and will be dealt with under the school's Behaviour Policy.
- Medicines should always be provided in the original container as dispensed by a pharmacist and should include the prescriber's instructions for administration. In all cases this should include:

- ♣ Name of child
- ♣ Name of medicine
- ♣ Dose
- ♣ Method of administration
- ♣ Time/frequency of administration
- ♣ Any side effects
- ♣ Expiry date

The administration of non-prescribed medicines are not authorised for use at Jump Primary School.

If a child refuses to take medication school staff will not force them to do so. The Headteacher will make an informed decision on the action to be taken based on the arrangements agreed with the parents/carers.

Should the Headteacher decide that prescribed medicines shall not be administered to any pupil under any circumstances by school staff; the Headteacher will communicate this to parents/carers. Where it is essential that medication is taken during the school day, parents/carers will be expected to come into school to administer the medicine to their child.

### **Storage of Medicines**

Medicines are stored strictly in accordance with product instructions paying particular note to temperature and the original container in which dispensed. Medicines are never transferred from their original containers. Staff will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine, the method and frequency of administration, the time of administration, and side effects and the expiry date. Where a child needs two or more prescribed medicines, each will be in a separate container.

A few medicines need to be refrigerated. These will be kept in the staff room refrigerator but must be kept in an airtight container and clearly labelled. There is restricted access to this refrigerator holding medicines. It is acceptable for a staff room fridge to be used as storage as long as medical items are clearly labelled.

School will make special access to emergency medicine that it keeps. However, it is also important to make sure that medicines are kept securely and only accessible to those for whom they are prescribed.

All emergency medicines such as asthma inhalers and adrenaline pens will be readily available to children and will not be locked away. The Headteacher has determined that pupils are not to carry their own inhalers as they are readily available. This ensures monitoring and records are completed upon use. Parents and staff are all made aware of these arrangements and it is documented in individual health care plans.