



# Olney Middle School

## Administration of Medicine Policy

### September 2022

Agreed by OJGB: 26/09/2022

Updated:

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Review by date: September 2024

The policy is scheduled for review, as per the above date however if there are legal or statutory changes the policy will need to be reviewed

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## Introduction

This policy aims to provide clear guidance and procedures to staff and parents/carers. It forms the basis of a supportive environment in which pupils with medical needs may receive suitable medical care enabling their continuing participation in mainstream schooling. We are a CARING school. It is our vision that our children are curious, inspired, and aspirational, develop a passion for learning and achieve without fear. As staff and governors, it is our role to support, guide and work with the community to ensure all the children in our care, despite any medical needs they may have, have the opportunity to fulfil our vision through our core values:

C – Co-operative A - Ambitious R – Resilient I - Integrity N - Neighbourly G – Gracious

## Responsibilities

The Headteacher is responsible for deciding in consultation with other stakeholders, whether the school can assist a pupil with medical needs. Each request to support a child with medical needs will be considered individually. The Headteacher is also responsible for ensuring that first aiders/those administering medicines have relevant and appropriate training.

It is the responsibility of the parent/carer to ensure once a term that all medication is still within expiry date (as detailed in the 'Record of Medicine' form (see Appendix 4 of the First Aid Policy)).

## Administration of medicine

No medicine will be given without written parent consent. The 'Record of Medicine' form must be completed by the parent giving permission for medicine to be administered by staff.

Medicines **must** be delivered to school by the parent or escort (not sent into school with the child or in the child's bag) and given to the designated first aider/s in the School Office. If medication were to come to school in a child's bag it would not be administered until the appropriate form has been completed and signed by the parent/carer.

Medicines brought into school should be clearly marked with:

- The name of the medicine
- The pupil's name and dosage (including method of administration and times)
- Special storage instructions

## Prescribed Medicines

We **will not** accept medicines that are out of date, have been taken out of the original container/blister pack they were dispensed in nor will we make changes to dosages on parental instructions.

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours (for example antibiotics to be taken 3 times a day which can therefore be taken outside of school hours). We will encourage parents to discuss this with the prescriber.

Controlled drugs should never be administered unless cleared by the Headteacher. Reference should be made to the DfES document Managing Medicines in Schools and Early Years Settings 2005.

## **Non-Prescription Drugs**

The school will only give non-prescribed drugs to a child if we have specific written permission from the parent using the 'Record of Medicine' form. The parent/carer will need to provide this medicine to store safely in school and it **must be** in its original packaging clearly labelled with the child's name on and correct dosage to be given when necessary. The parent/carer will always be called before any non-prescribed medication is administered to obtain permission and to confirm what, if any, dosages have already been given that day. This will be an exceptional situation rather than the norm. We will not administer aspirin or medicines containing ibuprofen unless prescribed by a doctor.

## **Self-Management**

Children who are able, will be encouraged to manage their own medicines, supervised by an adult. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage so access will only be through the school office.

## **Storing Medicines**

Medicines should be stored away from children, be in their original containers and refrigerated where necessary. This will be the responsibility of the nominated first aiders. Children should know where their medicines are kept and which members of staff are responsible for administering them.

Emergency medicines such as asthma inhalers and adrenaline pens should not be kept locked away during the school day, but should always be accessible to the relevant children under supervision from a first aider.

## **Administering Medicines**

Members of staff giving medicines will be:

- Willing to administer such tasks
- Trained where necessary for the task
- When administering medicine, the first aider will check the medication type is correct and then log the time and date and sign the 'Record of Medicine' form upon administering the medicine.

## **Disposal of Sharps**

- Should we have a child with diabetes the parent will supply the school with a sharps box, once full it will be returned to the parent for the appropriate disposal.
- Should an Epipen be administered, the cap will be replaced and given to the parent for appropriate disposal.

## **Long Term Medical Needs**

The school will be fully informed of the child's needs before admittance using the Google docs form. It is essential to have sufficient information in order for the child's medical needs to be adequately supported. Parents/carers will also need to complete an Individual Health Care Plan (see Appendix 3 of the First Aid Policy) and other necessary medical forms to be kept for reference in the School Office.

### **Educational Visits and Sporting Activities**

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit / activity. Medicines not self-managed by pupils, will be in the safe care of a nominated member of the staff. This colleague should be one who is willing to carry this responsibility. Complex medical needs for a specific pupil may necessitate a health plan for the visit / activity. If any member of staff is concerned, they should seek advice from the qualified first aiders.

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of the school procedure for calling the emergency services and the conveyance of pupils to hospital by the safest and quickest means available as directed by the emergency services.

### **Linked Policies**

First Aid Policy