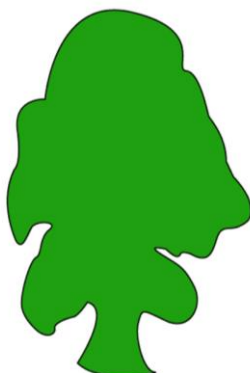


Administration of Medicines Policy

FOR

ELMHURST SCHOOL & TWO YEAR OLD PROVISION



Adopted:	May 2015
Next Review Date:	May 2018
Responsible Committee	Premises, Health & Safety

Signed:

Two Year Old Registered Person:	Mrs K. Rumble
Headteacher:	Mrs R. Lee
Chair of Governors:	Mr D. Gamble

This Policy is intended to ensure that procedures for supporting children with medical requirements, including managing medicines, is carried out in accordance with the relevant legislation and guidance in Bucks CC Health and Safety handbook for Schools.

The SENDCo is responsible for ensuring children are supported in their medical needs and administration of medicines.

All medical information will be treated confidentially by the responsible manager and staff. All administration of medicines will be carried out in accordance with the requirements of this policy and all staff have a duty of care to follow and cooperate with the requirements of this policy.

Aims and Objectives

Our aim is to enable the regular attendance and inclusion of all pupils. Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of :
 - Prescribed medicines
 - Non-prescribed medicines
 - Maintenance drugs
 - Emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the policy is reviewed regularly and updated to reflect changes in guidance.

Administration

The administration of medicines is the overall responsibility of the parents. There is no legal duty that requires school staff to administer medicines.

The SENDCo is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

Routine Administration

Prescribed Medicines

- It is our policy to manage prescribed medicines (e.g. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents (Appendix A).

Non-Prescribed Medicines

- It is our general policy **not** to take responsibility for the administration of non-prescribed medicines (e.g. calpol, cough mixtures/ lozenges, piriton/hay fever relief etc provided by parents). This responsibility lies with the parents. If a child requires regular relief e.g. for hay fever, parents are encouraged to seek medical advice for prescribed medication.
- On occasions such as school visits and residential visits it is school policy to administer non prescribed medicines (e.g. paracetamol, travel sickness tablets) as required, providing written consent has been received in advance and administration is in accordance with the guidance provided by Bucks CC Health and Safety document. (Appendix A)
- Children under 16 will never be administered aspirin or ibuprofen unless prescribed by a doctor

- It is our policy not to take responsibility for applying sun tan cream. Parents are encouraged to apply sun cream before the start of the school day.
- Decisions about the administration of all non-prescribed medicines will always be at the discretion of the responsible manager.

Maintenance Drugs/Long Term Medical Needs

- It is our policy to manage the administration of maintenance drugs (e.g. insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions a health care plan will be written for the child concerned (Appendix A).

Non-Routine Administration

Emergency Medicine

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):
 - Injections of adrenaline for acute allergic reactions
 - Rectal diazepam for major fits
 - injections of Glucagon for diabetic hypoglycaemia
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted.

Procedure for Administration

School will not accept medication that has been taken out of the container as originally dispensed, or make any changes to the prescribed dosage.

All medication must be clearly labelled with the name of the child, the name of the medicine, the dose and frequency of administration, and the expiry date.

Before school will administer any medication, parents must complete and sign a 'parental agreement for school to administer medicines' sheet and discuss the treatment with the responsible manager (Appendix A).

A record of treatment will be kept on a 'record of medicines' sheet each time a medicine is administered. This will be kept on file (Appendix A).

Individual health care plans will be completed for children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability (Appendix A).

If a child refuses to take medication the parents will be informed at the earliest available opportunity.

Self-Management of Medicines

- In accordance with good practise, where children have long term medical needs (e.g. asthma, diabetes), children who are able to take responsibility to manage their own medicines are encouraged to do so under the supervision of the responsible manager. This must be agreed with parents as part of the individual health care plan (Appendix A).
- Children with an asthma inhaler must have immediate access to their inhaler as needed. They must be stored in a safe but readily available place and be available for use during PE and on school visits (Appendix A).
- Children with emergency medication must know where their medication is stored and how to access it.

Storage

The storage of medicines is the overall responsibility of the Assistant Head Teacher for Inclusion who will ensure that arrangements are in place to store medicines safely.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date.

Children with emergency medication must know where their medication is stored and how to access it.

Children with an asthma inhaler must have immediate access to their inhaler as needed. They must be stored in a safe but readily available place and be available for use during PE and on school visits.

Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity (Appendix A).

Medical Accommodation

The First Aid room will be used for medicine administration/ treatment purposes. The room will be made available when required.

Training

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

A 'staff training record' sheet will be completed to document the level of training undertaken (Appendix A). Such training will form part of the overall training plan and the refresher training will be scheduled at appropriate intervals.

Disposal

It is not the responsibility of the staff at Elmhurst School to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

School Trips and Residential Visits

Responsibility for ensuring the administration of all prescribed and non-prescribed medication lies with the visit leader. Administration of medication may be delegated to a responsible manager.

On occasions such as school visits and residential visits it is school policy to administer non prescribed medicines (e.g. paracetamol, travel sickness tablets) as required, providing written consent has been

Elmhurst School

received in advance and administration is in accordance with the guidance provided by Bucks CC Health and Safety document (Appendix A).

All other requirements and procedures on school trips and residential visits remain as outlined in this policy.