

Administration Of Medicine Policy

Applies to: Whole School including EYFS

Version	1	2	3		
Policy reviewed on	September 2021	September 2022	September 2024		
Policy written / reviewed by	Mrs Boulton	Mrs Boulton	Mrs Flynn		
Policy seen by governors	Mrs Wilcox	Mrs Wilcox	Board Meeting – 09/10/24		
Date of next review	September 2022	September 2024	September 2026		

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

1.0 Rationale

1.1 Branwood is committed to ensuring that children stay healthy and safe. Branwood has devised its medicines policy and adopted strict procedures, in relation to the administering and storage of medicines to protect the health and welfare of children and all users of the school.

1.2 Branwood has written this policy to ensure that best practice and procedures are carried out at the school. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework. It is written in conjunction with the Managing Medical Conditions Policy.

2.0 Types of Medication

2.1 Asthma Inhalers:

If a child needs to make use of their asthma inhaler during a session at school, they will be encouraged to take responsibility for this themselves. Staff will assist if required. For further information see the Managing Medical Conditions Policy.

2.2 Auto-injectors:

If a child needs to make use of their auto-injector at school, they will be encouraged to take responsibility for this themselves. Staff will assist as required. For further information see the Managing Medical Conditions Policy and the Allergy Management Policy.

2.2 Prescription Medicines:

Office based staff are permitted to administer medicines which have been prescribed from a General Practitioner (GP). Parents or carers must complete the school's *Administering Medicines Form* in advance. All medicine must be provided to the school in original packaging with a printed label containing the child's name and the required dose.

2.4 Non-Prescription Medicines:

Office based staff are permitted to administer certain medicines such as Calpol, providing a parent or carer has given written permission via the annual pupil information form and verbal permission on the day.

3.0 Parent/Carer Responsibilities

3.1 Parents and carers have a responsibility to inform the school of their child(ren)'s all medical conditions and/or illnesses, and to update the school as required.

4.0 School & Staff Responsibilities

4.1 The school reserves the right to decline a request from parents or carers to administer medication which requires a level of technical knowledge and/or training to carry out safely which the staff at the school do not possess.

4.2 The Headteacher may refuse a request to administer medication if they or their staff feel unable to carry out the task required, or if they feel that they could be placing the child in danger.

4.3 It is important to note that staff working with children are not legally obliged to administer medication.

4.4 Office based staff are required to undertake regular Administration of Medicines training.

4.5 All staff are required to undertake regular allergy and asthma awareness training.

4.6 Relevant staff members will undertake additional training in specific areas according to need (e.g. diabetes training if/when we have a diabetic child on roll).

5.0 Procedures

5.1 Prescription Medicine:

- Medicines containing aspirin will only be given if prescribed by a doctor.
- Prescription medicine will only be given to the person named on the packaging for the dosage stated.
- Medicines must be provided in their original containers.
- Parents and carers wishing the school to administer medicine must complete and sign an 'Administering Medication Form' which is available from the main reception area by request.
No prescribed medication will be administered without prior completion of this permission form.
- All children will be issued with a completed form detailing any medications administered during the school day.
- The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed.
- Dosage on the written permission will be administered providing this is the same as the dosage stated on the packaging. If the dosage changes a new form must be completed and new medicine must be provided to reflect the change in dosage.
The school will not administer a dosage that exceeds the recommended dose on the packaging.
- Parents must notify the school **immediately** if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The parent must be asked when the child has last been given the medication before coming to school; the staff member must record this information on the 'Administering Medication Form'.
- At the time of administering the medicine, the member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form.
- The member of staff administering will complete the 'medication record book' held in the admin office, detailing the child's name, medicine name, dosage administered and time of administration.
- The member of staff administering will complete a 'Medication Given' form detailing the child's name, medicine name, dosage administered and time of administration. This will be given to the child to bring home if age appropriate, or to the form teacher, to ensure that parents/carers are aware of the times and dosage given throughout the day.
- If the child refuses to take the appropriate medication, then a note will be made on the form.
- Where medication is 'essential' or may have side effects, discussion with the parent will take place to establish the appropriate response.

5.2 Non-prescription Medication:

- The school will not administer any non-prescription medication containing aspirin.

- The school will only administer non-prescription medication for a short initial period, (for example Calpol will not be administered more than 3 days in a row), dependant on the medication or the condition of the child. After this time medical attention should be sought.
- If the school feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse school care until the child is seen by a medical practitioner.
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, and the child has some medication on site then the school will always seek verbal permission before administering any non-prescription medication.
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name.
- If any child is brought to school in a condition in which he/she may require medication sometime during the day, the Head or Deputy will decide if the child is fit to be left at school. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form.
- At the time of administering the medicine, the member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form.
- The member of staff administering will complete the 'medication log' book held in the admin office, detailing the child's name, medicine name, dosage administered and time of administration.
- The member of staff administering will complete a 'Medication Given' form detailing the child's name, medicine name, dosage administered and time of administration. This will be given to the child to bring home if age appropriate, or to the form teacher, to ensure that parents/carers are aware of the times and dosage given throughout the day.
- If the child refuses to take the appropriate medication, then a note will be made on the form.

5.3 Staff Medication:

- All staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform the Head and seek medical advice.
- Where staff may occasionally or regularly need medication, any such medication must be kept either in the staff room or a locked cupboard or in the office if staff need easy access to the medication such as an asthma inhaler. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be clearly labelled with the name of the member of staff.

5.4 Storage:

- All medication for children must have the child's name clearly written on the original container and kept in either the staff room first aid fridge (if refrigeration is required) or in the admin office. In all cases medication must be stored out of reach of all children.
- Emergency medication, such as inhalers and auto-injectors, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach.

- All medications must be in their original containers. Labels must be legible and not tampered with or they will not be administered. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

6.0 Links to Other Policies & Forms

6.1 The Administration of Medicines Policy should be read in conjunction with other policies including Managing Medical Conditions, EYFS, Safeguarding, First Aid depending upon the reason for referring to them.

6.2 Administration of medicine forms can be found on the school network by following the file paths below:

<O:\Office Files\FORMS\Medication Form.doc>

<O:\Office Files\FORMS\Medication Given Form.docx>

<O:\Office Files\FORMS\Medication Log Form.docx>