

GREAT CHESTERFORD C OF E PRIMARY ACADEMY



Administration of medicines Policy 2015

Approved by the Full Governing Body June 2015

This policy has been written in accordance with, and reference to, The Administration of Medicines and Procedures for Dealing with Certain Medical Conditions (May 2002) part of the Health and Safety at work Code of Practice No. 29 from the Learning Services Directorate.

It is not the school's policy to administer medicines tablets or lotions prescribed or unprescribed to children at school. Where possible, parents/carers are requested to ask the GP to prescribe medication in dose frequencies which enable it to be taken outside of school hours.

When a medicine is prescribed requiring a dose during the school day it is the responsibility of the parent/carer to come to school with the appropriate dose and administer it to the child themselves. Where this is not possible the parent/carer must advise the school in writing and obtain permission from the Headteacher giving the details of a named adult that they authorise to administer the medicine, the time it should be administered and the dose required. Only one day's medicine should be brought to school at any time.

The school does not have the facility to store medicines for any length of time and any substance requiring a specific temperature may not be practical to store.

Self-administration

With the agreement of the Headteacher it may be appropriate for an individual child to administer their own prescribed medicine, tablet or lotion. In this instance written permission must be obtained by the parent/carer and only the dosage for one day should be supplied. In these circumstances the medicine must be clearly labelled with the child's name, class and the required dosage as well as the time that it should be taken.

Any administration of medicines tablets or lotions must be undertaken in a place considered suitable by the Headteacher and will be overseen by a First Aider.

Any medicines tablets or lotions should not be kept by the children.

When it may be necessary to administer medicines to children at school

Special arrangements may be made with the agreement of the Headteacher for children who suffer from certain chronic or life threatening conditions (e.g. Anaphylaxis, cystic fibrosis, asthma, diabetes) but can satisfactorily attend school providing they are given a regular dose of medicine or medication is available in an emergency.

If the school admits a child who has a chronic or life threatening condition then it must be provided with all the necessary information on how the condition can be managed within the school. This must be provided by the parent/carer and will include advice from the pupil's GP and/or Community Paediatrician Consultant as relevant. A care plan for that individual will be drawn up separately and those involved will carry out the necessary training required. Any additional vulnerabilities that may arise from a physical disability or learning difficulty will be considered as part of the individual's teaching and care plans.

Inhalers

Children requiring inhalers should bring them into school clearly named and should either keep them in their own possession or give them to the class teacher.

If available a spare, unused inhaler can be kept in the School Office in case the first one runs out. This should also be clearly labelled with the details of the name of the child and class number. It is the parent/carer's responsibility to ensure this is 'in date' and conforms to the child's current prescription.

Epipens

Epipens should be clearly labelled with the child's name and class number. These are stored in a secure cabinet in the School Office. The school will ensure that a number of staff (including mid day assistants) are trained in the safe use of epipens by the School Nurse and refresher training completed as appropriate. A list of all trained members of staff is held in the school office.

This is the major exception to the Schools policy of not administering medicines. This administration is for emergency use. Whilst there are risks associated with the administration of medicines in this instance, with adequate training this would be less than the risk to the child if medication was not given or was delayed in a life threatening situation.

In such a situation, another member of staff is permitted to call the emergency services.

Intimate care

Children will be encouraged to act as independently as possible in all aspects of their personal care. However when assistance is required (for example assisting with toileting or removing wet and soiled clothing) staff should ensure that another appropriate adult is in the vicinity or is aware of the task being undertaken. Care should be taken to ensure the child's privacy and dignity. The child's soiled clothing will be returned to the parent/carer and any loaned clothing should be returned to school once clean. In the event of the child being unwell or unduly distressed, the parent/carer will be notified by telephone.

Disposal of medical dressing waste

Very small amounts of first aid waste which are produced from time to time will be double wrapped and disposed of through the normal waste system.

School trips

Arrangements for those children requiring medicine whilst on a school or residential trip must be discussed with the Headteacher in advance. (With reference to the code of practise No. 28 Educational, Adventurous and Recreational Visits).