

## **Administration of Medicines Policy**

### **Introduction**

The purpose of this policy is to ensure the safe and appropriate administration of medication to pupils with special provision for pupils with medical needs within the school.

### **Aims**

Heritage School aims to implement and maintain an effective management system for the administration of medicines to all pupils in our care and ensure that we provide support to individual pupils with medical needs.

### **Administration of Medicine**

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken out of school hours.

Staff at the school will not administer any medicine to a pupil without obtaining prior written permission from his or her parents.

Where parents have provided written permission for medication to be administered, staff will record each dosage and a record kept in the school office.

If staff are in any doubt over the procedure to be followed, parents will be contacted before action is taken.

If a pupil refuses their medication, the staff will record this and contact the parents as soon as possible.

All medicines supplies must be provided in the original container as dispensed by the pharmacist and include the instructions for prescribing. Staff administering the medication will check the pupil's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time/frequency of administration, any side effects and the written instructions on the container before providing the medicine to the pupils.

Any student with particular medical conditions will be recorded on the student database and displayed on the board in the 'quiet staffroom'. Staff will be made aware of any updates to this information. Each child has a folder with all the relevant information. A summary of this information is also distributed to staff annually (or when there are any updates).

### **Non-prescription medicines**

As a general rule, medicines or controlled substances which have not been prescribed by a medical practitioner will **not** be administered in school.

Staff may only administer non-prescription medication such as pain and fever relief if the parents have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so. Parents will be asked to confirm that the pupil has not suffered an adverse reaction to the medication in the past.

### **Storage of Medicine**

The school will keep the medication securely either in a lockable cupboard with controlled access or where medicines have to be refrigerated they will be stored in a designated fridge. Prescription drugs

will be returned to parents when no longer required, out of date or at the end of term. It is the parent's responsibility to collect and dispose of out of date or unused medication. It is the parent's responsibility to ensure that medicines sent to school are 'in date'.

Emergency medication such as epipens and reliever inhalers will be kept with the student at all times and any 'spares' will be kept in the School Office along with Piriton for pupil with allergies. Emergency medication will always be taken if the student goes out on a trip or sporting activities. Sports Teachers carry their own first aid kits.

Authorised by	Jason Fletcher
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