

# St Peter's School

## Administration of Medicines in School Policy

This policy is understood and accepted by governors, staff, parents and children and provides a sound basis for ensuring that children with medical needs receive proper care and support at St Peter's School.

This policy includes

- procedures for managing prescription medicines which need to be taken during the school day
- procedures for managing prescription medicines on trips and outings
- a statement on the roles and responsibility of staff managing administration of medicines, and for administering or supervising the administration of medicines
- a statement on parental responsibilities in respect of their child's medical needs
- the need for prior written agreement from parents for any medicines to be given to a child
- the circumstances in which children may take any non-prescription medicines
- the school policy on assisting children with long-term or complex medical needs
- policy on children carrying and taking their medicines themselves
- staff training in dealing with medical needs
- record keeping
- safe storage of medicines
- access to the school's emergency procedures
- risk assessment and management procedures

**Parents must provide full information about their child's medical needs, including details on medicines their child needs.**

### Prescribed Medicines

Medicines should only be brought to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

**School will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.**

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents are encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

### Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medication for use by children, e.g. methylphenidate.

Any member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions.

A child who has been prescribed a controlled drug may legally have it in their possession.

The school will look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.

The school will keep controlled drugs in a locked cupboard in the main school office to which only staff have access.

A controlled drug, as with all medicines, will be returned to the parent when no longer required to arrange for safe disposal.

## **Non-Prescription Medicines**

Criteria, in the national standards for under 8s day care providers, make it clear that non-prescription medicines should not normally be administered. Staff will **not** give a non-prescribed medicine to a child unless there is specific prior written permission from the parents and where the headteacher has agreed to administer a non-prescribed medicine. Where a non-prescribed medicine is administered to a child it is recorded on form held in the main school office and the parents are informed.

**A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

## **Short -Term Medical Needs**

Many children will need to take medicines during the day at some time during their time at St Peter's. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However such medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day.

## **Long-Term Medical Needs**

St Peter's will do all that is reasonable to accommodate the medical needs of children requiring long term medication. This will be discussed and arranged on an individual basis between parents, the headteacher, the staff and the school nurse.

School needs to know about any particular needs before a child is admitted, or when a child first develops a medical need. (see 'Supporting Children with Medical Conditions' Policy)

## **Administering Medicines**

No child will be given medicines without their parent's written consent.

Any member of staff giving medicines to a child should check:

- the child's name
- prescribed dose
- expiry date
- written instructions provided by the prescriber on the label or container

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue will be discussed with the parent, if appropriate, or with a health professional attached to the school.

School **must** keep written records each time medicines are given.

Staff will complete and sign a record each time they give medicine to a child.

## **Self-Management**

When appropriate, school will support and encourage children, who are able, to take responsibility to manage their own medicines eg use of an asthma inhaler.

If children can take their medicines themselves, staff will supervise.

## **Refusing Medicines**

If a child refuses to take medicine, staff will not force them to do so, but will note this in the records and parents will be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

## **Record Keeping**

Parents should tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However staff will make sure that this information is the same as that provided by the prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- name of child

- name of medicine
- dose
- method of administration
- time/frequency of administration
- any side effects
- expiry date

Parents are asked to complete a form to request the administration of medicine and to record details of medicines. Staff check that any details provided by parents are consistent with the instructions on the container.

The school keeps written records of all medicines administered to children.

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

At St Peter's, children with medical needs are encouraged to participate in safely managed visits and sporting activities. Staff consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely. Some children may need to take precautionary measures before or during activities, and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising visits and sporting activities will consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

### **TRAINING**

First Aiders and Appointed Persons are trained in accordance with HSE guidelines and with St. Johns Ambulance on a regular basis.

Specific training or advice for a particular medical requirement such as haemophilia, epilepsy, diabetes, anaphylaxis is carried out by the local health services via the school nurse.