



Administering Medicines Policy 2024

Version Number	V002
Policy Writer	Jean Grant, Business Manager
Document Owner	Sarah Dixon, Headteacher
Issue Date	8 th October 2024
Date for Review	Bi-Annually or sooner if necessary

Details	
Name	Barwic Parade Community Primary School
Type of school	Mainstream Primary School, including Breakfast Club, Governor Led Nursery and After School Club
Address (including What3Words location)	Petre Avenue Selby YO8 8DJ ///void.zones.engineers
Operating hours	7.45am to 5.30pm
Office telephone number	01757 705591
Office email address	admin@barwicparade.co.uk
Approximate number of staff	32
Approximate number of pupils & age range	235 2yrs to 11yrs

Version Control

Version	Date	Amended by	Summary of key changes
V001	3 rd October 2019	Jean Grant	Updated
V002	8 th October 2024	Jean Grant	Updated

Introduction

It is our practice to ensure that appropriate arrangements are in place for our staff to deal with the administration of medicines to pupils.

Our duty is to ensure that the school follows the DfES and Department for Health 'Managing Medicines in Schools and Early Years Settings Guidance' in conjunction with the NYC and Health & Safety good management on matters affecting the administration of medicines.

All members of staff can administer medicines but are under no obligation to do so under the terms of their contract of employment but will be given appropriate coaching and guidance to do so.

Parents are advised to keep children at home when they are acutely unwell.

It is important that parents/carers are aware that children are not permitted to bring any medicines into classrooms.

Permission to Administer

- A parent/carer must always complete an Authorisation to Administer Medicine form for every episode that requires medicine to be administered (prescribed and non-prescribed). Verbal consent can be taken for non-prescribed medications such as Calpol in exceptional circumstances.
- No child under 16 will be given medicines without their parent's written consent.
- Medicines will always be provided in the original container and include the instructions for administration and dosage.
- Parents should be encouraged to enquire of their Medical Practitioner whether it is essential that a dose of medication be prescribed during school hours. For example, if a medication is prescribed to be taken three times a day, it may be satisfactory to give it before school, after school and before bedtime.
- School retains the right to seek prescribing confirmation from medical practitioner at any time regarding if it feels this is appropriate.

Administering Medicines

- Every time a medicine needs to be administered, the staff member should get a colleague to check that the correct medicine has been retrieved and that the correct dosage is to be administered.
- Older children may be able to take their medicine themselves, therefore staff may only need to supervise.
- The staff member must ALWAYS complete the Record of Medicine Administered, which is kept with the parental Authorisation to Administer Medicine form. All completed forms must be returned to the School Office.
- Medicines will either be stored in the fridge in the Staff Room or in the School Office. Medicines should not be kept in classrooms or classroom fridges.
- The Headteacher will ensure that the risks to the health of others are properly controlled. (COSHH). Medicines will be clearly labelled with the child's name, prescribed dose, expiry date and written instructions provide by the prescriber on the label or container. All medicines may be harmful to anyone for whom they are not appropriate, and school does have children who have allergies to particular antibiotics and pain relief medications.

- If a child refuses to take medicine, staff will not force them to do so but will note this in the records and advise parents as appropriate.

Competency

- The Headteacher is responsible for making sure that staff have appropriate guidance and support to administer medicines safely.
- If the administration of prescription medicines requires technical or medical knowledge then individual training will be provided to staff from a qualified health professional. Training is specific to the individual child concerned.
- The Headteacher will ensure that there are appropriate systems for sharing information about children's medical needs. The Headteacher will ensure that staff have sufficient understanding, confidence and expertise and that arrangements are in place to up-date training on a regular basis.

Children with Ongoing Medical Needs

- The Headteacher is responsible for making sure that staff have appropriate training, coaching and supervision to support children with ongoing medical needs.
- For children with ongoing medical needs, the Headteacher will need to agree with the parents exactly what support can be provided. Where parents' expectations appear unreasonable, the Headteacher should seek advice from the school nurse or doctor, the child's GP or other medical advisers and, if appropriate, the employer.
- All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away.
- Children with asthma need to have immediate access to their reliever inhalers when they need them. A spacer device can be used with most inhalers, and the child may need some help to do this. Children with asthma are encouraged to take charge of and use their inhaler from an early age.
- Children who are able to use their inhalers themselves should be allowed to carry them with them. If the child is too young or immature to take personal responsibility for their inhaler, staff will make sure that it is stored in a safe but readily accessible place, and clearly marked with the child's name. Inhalers will always be available during physical education, sports activities and educational visits.
- Staff will not dispose of medicines. Parents should collect medicines for safe disposal.