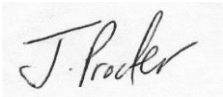




## Administration of Medicines Policy

Review cycle	1 / 2 / 3 years	Date: September 2021
Approved by	Full Governing Body / Executive Headteacher	
Changes made in this review cycle	<b>September 2021</b> Park Mead added Reviewing of healthcare plans annually in September by secretary	
Linked policies	Child Protection and Safeguarding Policy First Aid Policy Health and Safety Policy	
Signed		Date: September 2021
Position	Executive Headteacher	
Date of next Review	September 2024	

### **Policy Statement**

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the East Sussex guidance, *Policy on the Administration of Medicines* document.

There is no legal duty placed on anyone to administer medication, therefore the administration of medicines is the overall responsibility of the parent/carer. Staff agreeing to administer medicines are agreeing to act as any reasonably prudent parent would.

### **Administration of medicines**

The school will only administer medication prescribed by a medical practitioner – no other drugs will be considered. These include paracetamol type products or throat sweets of any description.

### **Prescribed medicines**

Following consultation and agreement with the parent/carer, we will manage prescribed medicines (e.g. antibiotics, inhalers). Written consent from the parent/carer is required.

### **Maintenance drugs**

The school will consider administering maintenance drugs (e.g. Insulin) following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written for the child concerned and professional training and guidance from a competent source will be received before commitment to such administration is accepted.

Inhalers are kept in the classroom with the child. If a child needs their inhaler, an adult is informed and the children administer these as independently as possible with adult support where needed. Parents are always informed if a child has taken their inhaler at school.

### **Emergency medicines**

Following consultation and agreement with the parent/carer, we will manage the administration of emergency medicines (e.g. injections of adrenaline for acute allergic reactions, rectal diazepam for major fit). On such occasions, a health care plan will be written for the child concerned and professional training and guidance from a competent source will be received before commitment to such administration is accepted.

All pupils with ongoing medical needs will have a health care plan. This includes pupils with diabetes, epi-pens, heart problems, epilepsy and very severe asthma. These are usually compiled by the school secretary and will be reviewed annually in September or following any incident or change in medication. It is the responsibility of the parent to inform the school if there is a change in medication to ensure health care plans are accurate and up to date.

### **Procedure for managing prescription medicines**

- Any child required to have medicines will have a 'Parental Consent Form' completed by the parent/carer and kept on file on Medical Tracker.
- A record of all medicines administered to pupils is kept on Medical Tracker.
- If a child refuses to take medication, the parents will be informed at the earliest available opportunity.
- Any medicine that needs to go in the fridge goes in a locked but portable container. It is kept locked at all times except when being accessed for storage or administration of medicine.
- Keys are kept to a minimum and are accessed only by nominated members of staff.
- It is the responsibility of the parent to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

- It is the responsibility of the parent to provide medicine that is in date. The expiry date of administered medicines is also checked by staff when administering the medication.

#### **Procedure for managing prescription medicines on off-site visits**

- When an off-site visit is occurring, a nominated first-aider will be responsible for carrying and administering any medicine needed. This person will be named on the visit risk assessment and read the healthcare plan thoroughly before the trip.

#### **Accidental failure of the agreed procedures**

Should a member of staff fail to administer any medication as required, they will inform the parent as soon as possible.

#### **Contacting Emergency Services**

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity and parents informed to accompany the pupil to the hospital, if at all possible.

#### **Medical Accommodation**

At Chiddingly, East Hoathly and St Mary's, the First Aid space in each school will be used for medicine administration/treatment purposes. At Park Mead, medicines are administered in the main office.

#### **Staff Training**

- Administration of Medicines training has been completed by the following staff members:
  - **East Hoathly:** Sheridan Denney and Dawn Poulton
  - **Chiddingly:** Carly Dann, Sarah Benkel
  - **St Mary's:** Annette Funnell
  - **Park Mead:** Jacqui Davidson, Sanchia Wells and Cheryl Sadler
- Whole school *First Aid at Work* 1 day training took place on 2<sup>nd</sup> September 2021.
- Professional training and guidance will be sought on an individual basis in order to assist children with long term or complex medical needs.

#### **Disposal**

It is not the school's responsibility to dispose of medicines. It is the responsibility of the parent/carer to ensure that all medicines no longer required, including those that have date-expired are returned to a pharmacy for safe disposal.