

# **d'Auvergne**

## **Administration of Medicines Policy**

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### **Introduction**

This policy is in place to explain how d'Auvergne School supports attendance of all pupils by ensuring staff understand their roles and responsibilities in administering medicines, parents understand their responsibilities in respect of their children's medical needs and by ensuring medicines are stored and administered safely.

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after. The school is committed to ensuring that children may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school. This policy provides a basis for ensuring that children with medical needs receive proper care and support in school.

### **Individual Health Care Plans**

Where a child has significant or complex health needs parents/carers are asked to provide full details on entry to school or as the child first develops a medical need. Where appropriate, a Health Care Plan may be put in place involving the parents and relevant health care professionals. If additional health needs develop then parents/carers are asked to update school with these health needs. Health Care Plans may need to be updated by the school with the support of the parents/carers and shared with any/all adults that the child is left in the care of.

### **Dealing with Medicines Safely**

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day).
  - All medicines should be taken directly to the school office by a responsible adult.
  - Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration.
  - The medicine should be clearly marked with the child's name and prescription.
  - The appropriate dosage spoon should be included with all medicines sent to school.
  - Medicine will only be administered in school on completion of the Medication Record (see Appendix 2). When medicine is brought to the school office, the staff member will ask the responsible adult to complete the Medication Record.
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- Any medicine administered will be recorded by the staff member in the Record of Medication Administration in line with the Medication Record completed by the responsible adult and kept in the school Office (see Appendix 1)

### **Non-prescription Medicines**

- D'Auvergne recognises that children learn best when they have good attendance and punctuality. If d'Auvergne students have a cough or cold, but are eating, drinking and 'perk up' when given Calpol or other 'over the counter' pain relief, they are well enough to attend school.
- The school office can administer these non-prescription medicines during the day with parent/carers consent.
- Medicine will only be administered in school on completion of the Medication Record (see Appendix 2). When medicine is brought to the school office, the staff member will ask the responsible adult to complete the Medication Record and inform the school office of the last time that the child had a dose of the medicine.
- Any medicine administered will be recorded by the staff member in the Record of Medication Administration in line with the Medication Record completed by the responsible adult and kept in the school Office (see Appendix 1)
- Medicines must be handed in at the office by a responsible adult and they will not be given to children without prior written permission from parents as above.
- They should be clearly marked with the child's name and class.
- Children must not carry medicines themselves for self-administration during the day. The medicine must be collected from the office and taken under the supervision of an adult.
- If a child becomes unwell during school hours, then the school office or class Teacher will contact parent/carers. If the child is experiencing symptoms that can be managed by Calpol or other 'over-the-counter' child pain relief, then we will ask for verbal consent to administer school's supply and confirm that a Medication Record will need to be completed on collection of the child at the end of the school day if one is not already in place.
- If the parent/carers cannot be contacted, then the school office staff will not provide any non-prescription medicines until contact is made to ensure consent is obtained.
- Any medicine that is administered will be recorded in line with the above process.

### **Roles and Responsibilities of School Staff**

- Staff members at d'Auvergne School are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self-administration in the case of a longer-term
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medical plan. However, there is no legal or contractual requirement for school staff to administer medicines to children at school.

- All medicines are stored securely in the office with school staff access only.
- Asthma reliever inhalers and EpiPens are kept in class medicine cupboards. If the child is due to go off-site or attend a sporting activity, then the inhaler / EpiPen would be taken by the staff member to the activity / off-site event.
- Staff must complete the 'Administration of Medicine Record' kept in the office each occasion that medicine is administered within school time.
- All staff will be trained on how to administer EpiPens every two years by the school Nurse (or an appropriate Medical Practitioner) or sooner if administration guidelines change.

### **Parental Responsibility**

- In most cases, parents will administer medicines to their children themselves out of school hours. Where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the Medication Record kept in the office before a medicine can be administered by staff.
- Primary school children may be able to administer their own medication, under adult supervision but only with parental agreement given through the appropriate paperwork as above.
- Parents are responsible for ensuring that all medication kept in school, e.g., asthma pumps, EpiPens, are kept in date.
- Parents are responsible for notifying the school if there is a change in circumstances e.g., if a child is deemed to be no longer asthmatic, or a child is now asthmatic.

### **Safe Storage of Medicines**

- The school is responsible for ensuring that all medicines are stored safely and only medicines in date are to be administered.
- Medicines should be stored in the supplied container, clearly marked with the child's name, dose and frequency of administration.
- Medicines are stored in a locked cupboard or in within the child's classroom, out of reach of children, in the case of asthma inhalers and EpiPens.
- Where medicines need to be refrigerated, they will be kept in a designated fridge in the staff room.

### **Managing Medicines on School Trips**

On school visits the teacher is responsible for taking the class First Aid bag. Inside this will be kept medicines such as asthma inhalers, EpiPens, enzymes, eczema cream if they may

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be required during the off-site activity. Teachers will take responsibility for administering medicine e.g., antibiotics following the above procedure if the parents/carers have given consent via the form in Appendix 2.

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## Appendix 1

### RECORD OF MEDICATION ADMINISTRATION

**Name of pupil:**

**Class:**

**Name or type of medication administered:**

**Expiry Date:**

Date D/M/Y								
Time given								
Dose								
Name of member of staff								
Staff Initials								

Date D/M/Y								
Time given								
Dose								
Name of member of staff								
Staff Initials								

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**Appendix 2**  
**MEDICATION RECORD**

**Date** \_\_\_\_\_

**Child's Name** \_\_\_\_\_

**Class / Year group** \_\_\_\_\_

**Name of medicine** \_\_\_\_\_

**Amount to give (i.e., dose)** \_\_\_\_\_

**When to be given** \_\_\_\_\_

**Any other instructions** \_\_\_\_\_

**Name of persons able to administer medication** \_\_\_\_\_

**Phone no. of parent or adult contact** \_\_\_\_\_

**Name of G.P.** \_\_\_\_\_

**G.P. Telephone Number** \_\_\_\_\_

**CONSENT**

**The above information is to the best of my knowledge accurate at the time of writing and I give my consent to school staff administering the medication in accordance with the school and the Education Department's policy.**

**The school will be notified immediately, of any changes to the above.**

**Parent's Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**NOTE:** If more than one medicine is to be given a separate form should be completed for each

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