

RUSKIN INFANT SCHOOL AND NURSERY



ADMINISTERING OF MEDICINES POLICY

Revised: December 2019

Revised by: Catherine Starnes

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RUSKIN INFANT SCHOOL AND NURSERY

ADMINISTERING OF MEDICINES POLICY

Legal responsibilities

The Head teacher is legally responsible for the administration of medicines. This does not demand the Head to actually administer them, but that the Head must have made explicit decisions about who should, on the basis of clear criteria.

The Head is legally entitled to administer the giving of medicines in cases of:

- Chronic illness or long-term complaints
- Children recovering from short-term illnesses that are well enough to return to school but receiving a course of antibiotics etc. including over the counter (OTC) medicines (see appendix A for new NHS guidelines)

Each case should be considered on its merits. A Head must have regard to the best interests of the pupil and the implication for the school.

Certain circumstances require caution and, therefore, explicit guidelines are necessary to direct staff. Such circumstances include where:

- the medicines are dangerous.
- timing is vital and serious consequences could arise if the deadlines are missed.
- some technical or medical knowledge or expertise is required
- intimate contact is required.

Where agreeing or refusing to administer medicines at school, the Head's decision will be defensible if it is clear that he / she acted reasonably.

Under normal circumstances members of the office staff will ask a parent to complete an 'administering of medication' form as long as the medication has:

- been clearly subscribed by the doctors. Only medication with a named prescription label or a letter from the GP will be acceptable.
- is an OTC medicine with the child's name clearly written on the label

The form must give details of:

- the dose and time of administration
- confirmation that the medicine has been previously administered without adverse effect

All medicine must be in date.

Once the form is completed teachers, teaching assistants or members of the Leadership team will be responsible for:

1. Medication being kept in a safe, locked storage.

2. Dispensing medicines only to the pupil for whom it is prescribed and in accordance with the direction of the prescriber.
3. Recording the administration of medicines on the appropriate form (including on offsite visits)
4. Returning medication to the parent at the end of the day (if requested) for use at home or for disposal . Medicines should only be disposed of in school when it would be impractical to do anything else.

Staff training and support

In carrying out their role to support pupils with short term illness the Leadership team will receive appropriate training and support prior to administering medications. For children with long term medical conditions e.g. epilepsy, diabetes etc, the designated teachers, teaching assistants or members of the leadership team will receive appropriate training and support. Training needs will be identified during the development or review of individual healthcare plans. The relevant healthcare professional will lead on identifying and agreeing with the school, the type and level of training required, and how this can be obtained. The school will ensure that training is sufficient to ensure that staff are competent and confident in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans.

Staff will not give prescription medicines or undertake health care procedures without appropriate training. A first-aid certificate does not constitute appropriate training.

This policy will be publicised to all staff to raise awareness at the whole school level of their importance of supporting pupils with short term illness or long term medical conditions, and to make all staff aware of their role in implementing this policy. Information on how this school supports children with health needs is included in our induction procedure for all new staff.

Role of Parents

Parents will have to sign an administration of medicine form before any staff can administer medicines.

Parents will be regularly reminded of their responsibility to:
Send medicines, properly labelled with full directions and in the original labelled container.

Recording and Reporting

No medicine may be given if there is not written consent.

If there is any doubt, the designated person must contact the parents / guardians or the named GP

Any medicine that is dispensed must be recorded against each pupil.

Emergencies

- see First Aid policy

Security

All medicines must be kept in the locked cupboard or fridge in the staffroom except for asthma inhalers which must be kept in the classroom for easy access.

Change

If there is any change in a pupil's medication the office must be notified and new paperwork completed before medication is administered. If a pupil brings different medicines to school, without written instructions, it must not be administered without the designated person speaking directly to the parent/guardian or GP.

On no account should aspirin, or preparations containing aspirin, be given to pupils.

In certain cases, parental wishes in the event of an emergency occurring have been made clear on admission to the school and is kept on file in the school office.

Appendix A



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Clinical Commissioning Group

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Clinical Commissioning Group

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May 2019

Dear Head Teacher and Nursery Managers

Please be aware that the Department of Education's 'Statutory Framework for the Early Years Foundation Stage' has been amended to clarify that it is not necessary for medication to be prescribed in order for it to be administered in a school or nursery. This is pertinent because NHS England is recommending that medicines which are available "over the counter" (OTC) i.e. from a pharmacy or supermarket, should not be *routinely* prescribed. As such it is important that schools and nurseries ensure their policies on administering medication allow for OTC medication to be administered since it is unlikely that these will now be prescribed. Examples might include paracetamol.

The school or nursery's policy on administering medicines should highlight the following:

- The medication container should have the child's name on it. For an OTC medicine this can be hand-written.
- The medication is in date.
- A consent form should also be completed that clearly details the dose and time of administration.
- The parent/carer should confirm that medicine has been previously administered without adverse effect.

The use of OTC medicines should normally be limited to 24-48 hours (except for seasonal conditions such as hay fever). If symptoms persist then it may be appropriate for the parents/carer to seek medical advice.

Yours faithfully

Giles Owen
Head of Medicines Management
Northamptonshire CCG

Appendix B

Ruskin Infant and Nursery School

Administering medication consent form

Please complete this form and return it to the school office as soon as possible.

Name of pupil:	
Class:	
Date of birth:	

Please list any known allergies:	
Does your child have asthma?	
Please list any known side effects to both prescription and non-prescription medication:	

Name of medication	Strength	Dosage	Any other instructions

The above information is, to the best of my knowledge, correct and I give permission for the school to administer medication in line with the school's Medicines Policy.

Parent details	
Full name:	
Phone number:	
Alternative phone number:	
Signature:	
Date:	