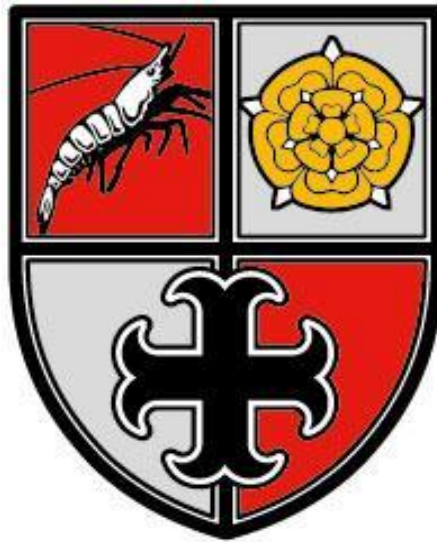


# MARSHSIDE PRIMARY SCHOOL



## Administering Medicines Policy

**Autumn 2022**

**Date Approved by Full Governing Body**

**Autumn 2022**

**Chair:**

**Andrew Brown**

**Headteacher:**

**Natasha Sandland**

**Review Date:**

**Autumn 2024**

### **EQUALITY STATEMENT**

Our school recognises children's diverse circumstances and is committed to its legal responsibilities under the Equality Act 2010. Each child regardless of their background could be a victim of child abuse and is therefore entitled to the same degree of protection and support.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

**This policy has been reviewed / written with reference Supporting pupils at school with medical conditions.  
Managing medicines policy.**

The aim of this policy is to provide guidance to teachers, Governors and parents in respect of the administration of medicines in Marshside Primary School. This has been written in conjunction with the Supporting children with medical needs policy.

It is school policy that staff will not administer medicines to pupils. Staff have neither a legal nor a contractual duty to do so. Staff do have a duty to take reasonable care of the health and safety of pupils and of themselves.

As a general rule, if a child is unwell and requires medicine then they should not be in school.

If a child is on a course of antibiotics, these can be administered before and after the school day. Or if parents so wish, they may come into school themselves at lunchtime to administer the medicine.

Prescribed medicines can only be administered by staff if we are in receipt of a completed form (see Appendix A) stating full details – staff will then endeavour to administer medication, but cannot guarantee that it will always be possible to meet exact requirements. All medicines will be stored in the locked cabinet in the medical room.

**Procedures to be followed for managing medicines:**

(The term child refers to any child under the age of 16)

- medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so;
- no child will be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort will be made to encourage the child or young person to involve their parents while respecting their right to confidentiality. In these circumstances the Headteacher or the deputy will seek additional advice from the school nurse;
- a child will never be given medicine containing aspirin unless prescribed by a doctor. Medication, eg for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents will be informed;
- where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Staff in school will discuss this with parents;
- schools will only accept medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but is usually available inside an insulin pen or a pump, rather than in its original container;
- all medicines will be stored safely in the locked medicine cabinet in the medical room. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, staff knows who holds the key to the storage facility. Should the medicine need to be refrigerated, it will be placed in the fridge in the staffroom. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises, e.g. on school trips. Staff will include any relevant details on the risk assessment form. Class teachers are responsible for ensuring that medicines and devices are taken on any school trip;
- Schools should keep controlled drugs that have been prescribed for a child securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school;
- school staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Parents must complete a medicines form to allow staff to administer the medicine on their behalf. Schools will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted;
- when no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

**Record keeping**

Records offer protection to staff and children and provide evidence that agreed procedures have been followed.

Parents will be informed if their child has been unwell at school.

### **Emergency procedures**

As part of general risk management processes, we have arrangements in place for dealing with emergencies for all school activities wherever they take place, including on school trips.

Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

Should a child need to be taken to hospital, a member of staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

### **The child's role in managing their own medical needs.**

After discussion with parents, children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected within individual healthcare plans.

Wherever possible, and if age appropriate, children will be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily.

Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then an identified member of staff will help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, the member of staff will not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed immediately, so that alternative options can be considered.

### **Staff training and support.**

See Supporting children with medical needs policy.

**Appendix A: Parental agreement to administer medicine and Record of medicine administered**



# **Marshside**

## **PRIMARY SCHOOL**

### **Parental agreement for school to administer medicine**

<b>Name of child</b>	
<b>Date of birth</b>	
<b>Class</b>	
<b>Medical condition</b>	
<b>Name of medicine</b>	
<b>Expiry date</b>	
<b>Dose and method</b>	
<b>Time medicine to be given</b>	
<b>Any other information</b>	
<b>Name of parent</b>	
<b>Parent Signature</b>	
<b>Date</b>	

### **Record of medicine administered**

Date	Time	Dose Given	Staff	Dose Remaining

