



Deeping St Nicholas Primary School
Administration of Medicines Policy
September 2015

Regular school attendance is vital for every child and Deeping St Nicholas Primary School does all that it can to improve attendance figures. Nevertheless, from time to time every school child will become ill and may require some time out of school to recover. In general, where a child requires medication or treatment, they should be kept at home until the treatment is complete.

There are a few exceptions:

- When a child has almost fully recovered and simply needs to complete a course of medication for a day or so
- Where a child suffers from asthma and may need to use an inhaler
- Where a child requires medication to manage a condition such as ADHD or diabetes

Medicines taken three times a day can be administered at home by re-arranging the times when the dose is given.

Where equipment such as an inhaler is necessary, we encourage children to take personal responsibility for the administration of these items as soon as possible.

In line with current guidelines, the school has an emergency inhaler on site which can be used if a child has a sudden asthma attack. Parental permission is required in writing before the inhaler can be administered.

Legal Requirements

There is no legal duty on non – medical staff to administer medicines or supervise a child taking it. ***This is purely a voluntary role. The Local Authority advise staff not to administer medicines.***

Staff should be particularly cautious agreeing to administer medicines where:

- The timing is crucial to the health of the child
- There are potentially serious consequences if medication of treatment is missed
- A degree of technical knowledge is needed.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and/or training specific to the child's medical needs.

Under no circumstances must any medication, even non-prescription drugs such as paracetamol be administered without parental approval.

Safety Checklist

- Is any specific training required to administer the medicine?
- Is any necessary protective clothing or equipment available?
- Has the parent/carer completed the medication Consent Form?
Has a copy been filed?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for GP and parent/guardian clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Will medication be stored in a safe place and at a suitable temperature?
- Staff must be aware of the guidance on infectious diseases clearly displayed in the school office.

Instruction and Training

Specific instructions and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken.

Such safeguards are necessary for both the staff involved and to ensure the wellbeing of the child. Even administering common medicines can sometimes be dangerous if children are suffering from non – related illnesses or conditions.

Record Keeping

The following information must be completed by the parent:

- Name and date of birth of the child
- Name of parent/carer and contact address and telephone number
- Name address and telephone number of GP
- Name of medicines
- Details of prescribed dosage
- Date and time of last dosage given
- Consent given by the parents/carer for staff to administer the medicine
- Expiry dates of the medicine
- Storage details

The parent/carer consent form, providing all the information above, will be copied and retained in a central file for future reference.

Safe storage and disposal of medicines

Medicine should be administered from the original container or by a monitored dosage system such as a blister pack. The designated member of staff should not sign the medicine record sheet unless they have personally administered, assisted, or witnessed the administration of the medicines.

When medicines are used, staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained from either the written instructions of the GP or pharmacist, or the parent/carer.

All medicines should be stored in the original container, properly labelled, and kept in a secure place out of the reach of children. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separate from any foodstuff.

Medicines should only be kept while the child is in attendance.

Where needles are used, a sharps container and adequate arrangements for collection and incineration should be in place. Such arrangements are necessary for any equipment used which may be contaminated with body fluids such as blood etc.

Any unused or outdated medication will be returned to the parent/carer for safe disposal.

Accidental failure of agreed procedures

Should a member of staff fail to administer any medication as required, they will inform the parent/carer as soon as possible. However, the position should not normally arise as any child requiring vital medication or treatment would not normally be in school.

Children with infectious diseases

Children with infectious diseases will not be allowed in school until deemed safe by their GP and/or the School Nurse or Local Health Authority.

Medication Consent Form

Important: School Staff are not required by law to undertake this duty.
Please print.

Today's Date	
Child's Name:	
DOB	
Parent/carer's emergency contact	
GP contact details	
Medication	
Storage requirements	
Dosage	
Use before date	
Special guidance	
Consequences if medication or treatment missed/action required	
Parent/carer consent – please read and sign <i>This task is being undertaken voluntarily and in a spirit of general care and concern. We will make every effort to administer this medication on time and as required. The member of staff responsible can make no absolute guarantees, and may decline to accept responsibility once they have read these instructions. If so, you will be informed immediately.</i>	
Signature	
For completion by Member of staff: Do you understand exactly what is required? Yes/no	
Signature	
Administration of Medicine: I confirm that the medication has been administered according to instructions.	
Date	Time
Signature	Print Name