

St. Anne's Infants' School

Administration of Medication Policy

Rationale

To ensure that no child having a medical condition necessitating administration of a prescribed medicine, either for emergency or regular use, should be denied an equal opportunity to benefit from whatever education or related provision is available, as long as they are fit to attend school.

Aims

This policy aims to protect both staff and pupils by ensuring that medication is only administered by employees who are competent to do so. In all cases, staff must be in receipt of appropriate information, instruction and training. Further, existing members of staff must only volunteer to administer prescribed or non-prescribed medication or undertake other medical routines. They must not be instructed to take on this responsibility, unless this constitutes a term of employment.

Practice

- a) Prescribed medication will only be administered where a parent/carer has informed the school in writing of the medical condition necessitating its use and has signed an indemnity form permitting staff to so administer.
- b) The school will ensure that staff are trained in the administration of medication both on the premises and at least one person will be present on a school trip.
- c) The parent/carer must provide written details of the medication, including dosage, frequency and circumstances necessitating its use.
- d) The parent/carer must notify staff of any changes in circumstances or other relevant information.
- e) Medication will only be administered in accordance with the precise instructions specified by the GP and printed on the medication label.
- f) All medication will be kept out of reach of children in classrooms for easy access.
- g) All pupils with chronic conditions will have their own record sheets which will be kept in a plastic wallet within the first aid container in the classroom.
- h) All incidences of use of medication will be recorded on the sheets whether or not the pupil self-administers.
- i) The member of staff administering the medicines will write dosage, time and sign.
- j) All pupils will be encouraged to self administer where possible.
- k) Should administration of the medication fail to provide relief the parent/carer will be informed. In extreme cases, i.e. failure to respond to an Epipen, or inhaler in case of an acute asthma attack, staff must dial 999.
- l) Where a dose of necessary medication has been missed or refused and this has implications for the health, safety and welfare of the pupil, their peers and staff e.g. as with Ritalin, the parent /carer will be alerted and asked to collect the pupil from the premises immediately.

- m) Where English is not the first language of the parent/carer due care will be taken and the school will make full use of the translation services.
- n) All medicines must be in the original packaging (including blister packs) with the original Pharmacist's label.
- o) The school is unable to administer non-prescribed medication to any Nursery or Primary-aged child.
- p) In the event that the medication is out of date, not in its original labelled box or missing. The school reserve the right to ask the parents to take the child home and return to the school once the correct medicines can be obtained.
- q) In the event of a child displaying symptoms of asthma, and if their inhaler is not available or is unusable, parental consent will be sought for the child to receive salbutamol from an emergency inhaler held by the school for such emergencies. (New legislation 1 Oct 2014. Guidance from the DoH.)

This policy should be read in conjunction with the Bristol City Council Department of Education and Lifelong Learning's "Policy and Procedures for the Administration of Medicines in Education Establishments".

This policy will be monitored through analysis of medical records and discussion with staff and pupils in accordance with the policy review schedule and will focus on the extent to which the aims of the policy have been fulfilled.

Date adopted	Feb 2011
Reviewed	Dec 2022 M Jones
Next review	Dec 2023

To be reviewed by the Health and Safety Officer .