

Lostock Hall Primary School  
Medicines in School Policy

The administration of medicines is primarily the responsibility of parents and carers. Wherever possible, medicines should be given before or after school. If children require medication for infections and illnesses, it is appropriate for the school to ask if the child should be attending school due to the possibility of spreading infections to others.

The True Learning Partnership has insurance in place that provides an indemnity in respect of legal liability arising from the actions of its employees provided that procedures are followed in good faith and relevant training has taken place.

### **School Staff responsibilities**

There is no legal duty that requires school staff to administer medicines. However, any member of staff can volunteer to receive training to support a child and administer a drug for whom it has been prescribed.

Staff administering medicines should do so in accordance with the prescriber's instructions and after receiving training.

Any member of staff giving medicines should check:

- Child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber/parent

If in any doubt staff should check with the parent or health professionals before taking further action.

If staff have concerns about administering medicine to a particular child, the issue should be discussed with the head teacher, SENCo, parent or health professional.

### **Administering Medicines in school**

1. Prescription medicines should be received from and returned to a responsible adult only (not an older sibling)
2. Labelled medicine should normally be received and returned daily
3. Pupils requiring medicine on a long term basis should make arrangements with the school
4. If the medicine is prescribed it is the responsibility of the parent to provide medicine which is
  - i) Clearly labelled in its original container
  - ii) Clearly labelled with the child's name
  - iii) Clearly labelled with the dose
  - iv) Prescribed by a doctor

5. Written instructions and consent must be given by the parent/carer by completing a school administration of medicines form. These forms can be obtained from the office, from Breakfast club or can be downloaded from the school website.
6. Other non prescription medications, including Calpol, Piriton, eye drops, skin creams may be given by staff, but always with authorisation of the parent, either by completion of a form or by direct phone call.
7. Suncream – it is preferable that long lasting suncream be applied at home before school, but if it is deemed necessary for the child, named suncream may be sent in along with a completed administration of medicines form and the child will be assisted to apply it as needed.

### **Administration of Medication and Record Keeping**

The member of staff administering the medicine will also be responsible for ensuring that all doses are recorded on the 'Record of Medicines administered to all children' sheet. This record will include the name of the child, the date and the time of administration, the name of the medicine, the dosage given, the reason for administration and the signature of the member of staff who has administered it.

The school should never accept medicines that have been taken out of their container as originally prescribed, nor make changes to dosages on parental instructions.

No child under 16 should be given medicines without their parents' consent.

### **Asthma inhalers**

Inhalers are kept in the medical room in a labelled wallet.

All inhalers that may be required should be taken on class trips and outside during class PE.

Each classroom has an emergency inhaler for use in an emergency. Parents' permission to use these in an emergency will be obtained.

### **Anaphylaxis medication**

Epipens are kept in the medical room in a labelled wallet. Information regarding use of epipens is on the wall in the medical room and all staff are trained yearly in their use. Any epipens that may be required should be taken on class trips.

### **Other medical procedures**

From time to time other medical procedures may be required to be carried out for pupils who have complex medical needs e.g. insulin injecting diabetics, those

requiring epipens etc. Appropriate training needs to be given to all staff who volunteer to undertake these.

### **Educational Visits**

A risk assessment for educational visits should include a section on medical needs and medicines to be taken. Completed forms for each medication should also be taken. Staff should allocate a designated person to be responsible for the medicines.

### **Safety management**

Agreed medicines should be handed to a member of staff by the parent and not left with the child. Medicines should not be locked away, but stored safely in the drawers in the medical room.

All medicines are harmful to anyone who takes them without medical advice. All children should be regularly informed that they must not take any medicine that they find and medication should be handed to an adult.

### **Disposal**

Staff should not dispose of medicines. Parents are responsible for ensuring expired medication is returned to the pharmacy.

Sharps boxes can be obtained by parents from their GP – these should be used to dispose of needles. Collection and disposal of sharp boxes should be arranged with the local authority's environmental services.

### **Hygiene and Infection control**

All staff should be familiar with normal precautions for avoiding infections. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of equipment.

### **Medical Plans**

The main purpose of a care/medical care plan for a child with medical needs is to identify the level of support needed. Not all children require a medical plan.

Medical care plans will be put in place for a child with a significant medical need where staff may need to administer medication.

Medical care plans are issued by a nurse and should be updated annually by the school nurse/health visitor.

Signed \_\_\_\_\_

Chair of governors

Signed \_\_\_\_\_

Head Teacher

Dated \_\_\_\_\_

Review date Mar 2021