

ADMINISTRATION OF MEDICINES POLICY

Rationale

Monkton Pre Prep is committed to providing a safe school environment and ensuring that children that require medication are able to have full access to learning and school life. Medical information will be treated confidentially.

Aims

- To provide inclusive practice
- To establish safe practice for the administration of medicines
- To provide clear guidance to staff

Guidelines

Procedure for administration of medicines to Pupils of Monkton Pre Prep will be in accordance with DfES guidance "Managing Medicines in School and Early Years Settings' March 2005.

Legal obligation to administer medicines

Staff are under no legal obligation to administer medicines .Agreement to do so must be voluntary. Where the school agrees to administer medicines or carry out other medical procedures, staff will receive appropriate training and support form health professionals.

Parents should wherever possible administer medication their child and may visit the school during the day to do so. **It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime so that it would not be normal practice to administer such medicines.**

Prescribed medicines

If, unavoidable and medication needs to be administered at set times during the school day, the following arrangements will be made by the school with the parents or guardian to allow the school to take on the responsibility:

- The parents or guardian will be asked to complete and return the parental consent form (Form 3A) giving all the relevant details in full, In doing so the parent/guardian consents to the school administering medication to his/her child. A copy of the parental consent form will be kept in the medical file in the office and a copy given to parents.
- For pupils requiring regular doses of medicine on a long term basis, the parents will be asked to discuss the implications of the illness with the Head and a decision will be made as to the arrangements necessary to administer the medication and support the child. A letter from the GP or specialist will be required and parents will be asked to complete a Health Care Plan (Form 2) and give parental agreement for the school to administer the medicine (Form 3a).

- In either case, the head teacher will complete an agreement to administer medicine (Form 4) and a copy will be kept in the medical file in the office and a copy given to parents.
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for dosage and administration. Written details should include:
 1. name of child
 2. name of medicine
 3. dose
 4. method of administration
 5. time/frequency of administration
 6. any side effects
 7. expiry date

The school will not accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

- It is the responsibility of the parents to provide medicine that is in date. Out of date medicine will not be administered and the parents contacted. Parents will be responsible for returning date expired medicines to a pharmacy for safe disposal.

Non -prescribed medicines

The school will not administer any medicines that have not been prescribed by a doctor and no child will be given any medicines without their parent's written consent.

A child under 16 should never be given aspirin.

Refusing medication

If a child refuses to take medication staff will not force them to do so. The refusal will be recorded and the parents informed as soon as possible. If necessary the school will call the emergency services.

Patent medicines

Cough and throat sweets will not be brought to school by pupils.

Nut free Sun tan cream may come into school as long as it is clearly labelled with the pupil's name and the pupil can apply the cream for themselves. Pupils must not share sun cream.

Safe storage of Medicines

The school will only store medicine that has been prescribed for an individual child. Medicines will be stored in accordance with product instructions; however we are unable to store any medicines that need refrigeration.

All medicines will be stored in a locked cupboard in the Head's office. The exception to this is the storage of asthma inhalers and epi pens which will be stored in the child's classroom so that they are readily available.

Administration

The school will only administer medicine that has been prescribed for an individual child.

The medicine will be administered by the Head, the Deputy Head, the Head of the Nursery or the Named First Aider. The exception will be the administration of emergency medicines which all staff will be able to administer (see Emergency medicines)

In line with the policy, before giving medication to a child, written agreement MUST have been received from the parents. This agreement will include:

1. the child's name
2. the name of the medication
3. the required dose
4. the agreed time of administration
5. parent's signature and date

The person administering the medicine should check:

1. the child's name
2. the prescribed dose
3. expiry date
4. written instructions by the prescriber on the label or container
5. complete Form 5 which is the record of medicine administered to an individual child

The parent must sign the form when she/he collects the child from school to say that he/she is aware that that medicine has been administered

Emergency Medicines

If a pupil requires emergency medicines eg asthma inhalers or epipens, the parents must inform the school and an inhaler /epi pen must be in school at all times. It is the responsibility of the parent to ensure that the medicine is not out of date.

- The parents or guardian will be asked to complete and return the parental consent form (Form 3B) giving all the relevant details in full, In doing so the parent/guardian consents to the school administering medication to his/her child. A copy of the parental consent form will be kept in the medical file in the office and a copy given to parents.
- The head teacher will complete an agreement to administer medicine (Form 4) and a copy will be kept in the medical file in the office and a copy given to parents.

Pupils who require emergency medication will not participate in school trips if they do not have their medication in school to take with them .Parents must inform the school in writing if the pupil no longer requires their emergency medication.

Educational Visits

It is good practice to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits should be aware of any medical needs, medication to be administered and the relevant emergency procedures. Where necessary an individual risk assessment should be drawn up.

A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency and it should be ensured that a member of staff who is trained to administer any specific medication accompanies the pupil and that the appropriate medication is taken on the visit.

Visits made by the EYFS classes must be accompanied by a member of staff with a Paediatric First Aid certificate.

Sporting Activities

Most children with medical conditions can take part in physical activities. Staff will take into account the need to adapt activities to meet the needs of all the children. All staff should be aware of the issues of privacy and dignity for children with particular needs. Some children will need to take precautionary measures before or during exercise and need to be allowed access to medicines such as asthma inhalers.

Staff Training

The nurses at the Prep School will annually train the Head and Deputy of the Pre Prep, the Head of the Nursery and the named First Aider in administering medicines and all staff to be aware of the needs and the care of asthmatic and anaphylactic pupils. Should staff need specific guidance in order to meet the needs of an individual pupil, guidance would be sought from the nurses at the Prep School.

This policy should be reviewed on an annual basis.

March 2009 Written by K Morrell

 Approved by A. Nulliah R.G.N

Date of review	Reviewed by	Signature	Approved by	Signature