



MAESMARCHOG PRIMARY SCHOOL
Ysgol Gynradd Maesmarchog

**Policy for Administering
Medicines.**

Maesmarchog Primary School

Administering of Medicines and Drugs

INTRODUCTION

Teachers' conditions of employment do not include giving medication or supervising a child taking it. However, the school is aware of the impact that some short term and long term medical needs may have on a child's education.

Many children will need to take medication (or be given it) at school at some time in their school life. Mostly this will be for a short period only; for example to finish a course of antibiotics or apply a lotion etc. To allow them to do this may minimise the time they need to be off school. As a rule however, medication should only be taken to school when essential. It is helpful, where clinically appropriate if medicines are prescribed in dose frequencies, which enable it to be taken outside school hours, and parents will be encouraged to ask the prescriber about this. Parents should also keep children at home when they are acutely unwell.

EVERYDAY GUIDANCE

Medication will only be administered in school as follows:

- Where the taking of the medicine is essential i.e. it would be detrimental to a child's health if the medicine were not administered during the school day.
- When the parent/carer has given their written consent to the medicine being given to their child. (See Appendix 1)
- When the medicine has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist or dispensing doctor and should include the prescriber's instructions for administration. Staff will note when these medicines have been administered on a record sheet. (See Appendix 4). The pupil will be issued with a small card informing parents that they have received their medicine.
- Asthma pumps and adrenaline pens will be kept in a central location within easy access to the pupils. Staff will note when these medicines have been administered on a record sheet (See Appendix 4). The pupil will be issued with a small card informing parents that they have received these medicines.
- Life saving/essential drugs (e.g. insulin or Ritalin) may be administered in school under certain circumstances. **Each case will be considered individually** and the Headteacher will sign an agreement to administer medicine form where administration is agreed by the school. (See Appendix 2) Staff administering these types of medicines should do so in accordance with the prescriber's instructions.
- If it is agreed that these drugs will be administered, they will be kept under lock and key in the office in the main building or in a locked medicine cabinet in the lower building. They will be administered by the same member of staff or deputised to another member of staff in the case of the first member of staff being absent. A record will be kept each time the medicine is administered. (See Appendix 3)

- Staff will ensure that medicines/asthma pumps are taken on educational visits when the child will be away from the school building.

Parents should tell the school about the medicine that their child needs to take and provide details of any changes to the prescription or the support required. Staff should make sure that this information is the same as that provided by the prescriber. The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions, unless agreed previously with parents and noted in the child's individual healthcare plan. Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

Large volumes of medicines should not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. There will be restricted access to refrigerators holding medicine. Where a child needs two or more prescribed medicines, each should be in a separate container. Staff should never transfer medicines from their original containers.

All medicines should be returned to the parent/guardian when no longer required to arrange for safe disposal. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term and at the end of the academic year. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

ADMINISTERING MEDICINES

Any member of staff giving medicines to a child or young person should check:

- Their name and date of birth
- The name of the medicine
- Written instructions provided by parents/guardian or the prescriber about the method of administration and the time/frequency of administration.
- The prescribed dose
- Any side effects
- Expiry date if stated.

If in doubt about any of the procedures, the member of staff should check with the parents or a health professional before taking further action. Each time the member of staff administers medicine; they should complete and sign the record sheet. Staff should provide a quiet, private area for children and young people when giving and receiving medicine.

If a child refuses to take medicine, staff should not force them to do so but should note the records. Parents should be informed of the refusal on the same day.

LONG TERM MEDICAL NEEDS (See also the Policy For the Education of Children with Medical Needs)

The school will make every effort to ensure that all children with long term medical needs have these needs met at school. As such, the school will work with parents and appropriate professionals to ensure that we have sufficient information to manage a child with long term medical needs. In some cases a

particular member of staff may take charge of the child's need. For example blood sugar level testing for a diabetic pupil.

For certain pupils with long term medical needs, it may be necessary to draw up a health care plan involving parents, school and the designated school nurse. This will be done at the earliest possible occasion to ensure that the child is fully protected in school. Please see the school's policy on The Education of Children with Medical Needs.

This policy should be read in conjunction with all other relevant information including the Welsh Government Guidance on Access to Education and Support for Children and Young People with Medical Needs 2010 Guidance Circular 003/2010)

If any parent wishes to discuss their child's medical needs they should make an appointment to see the Headteacher.

This policy will be reviewed every 3 years or earlier if deemed necessary.

SIGNED:

Chair of Governors



Date: 10th July 2015

Review Date: Summer Term 2018



Parental agreement for school to administer medicine.

The school will not give your child medicine unless you complete and sign this form. This is part of the school's policy on the administering of medicine.

Name of child: _____

Date of birth: _____

Class and Year group: _____

Medical condition or illness: _____

Medicine **Medicines must be in the original container as dispensed.**

Name/type of medicine: _____

(As described on the container) _____

Date dispensed: _____ **Expiry date:** _____

Dosage and method: _____

Timing: _____

Special precautions: _____

Are there any side effects that the school needs to know about?

Procedures to take in an emergency: _____

Contact Details.

Name of Parent/Guardian: _____

Daytime telephone no: _____

Relationship to child: _____

Address: _____

I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes to the above in writing.

Date: _____ **Signature:** _____



Headteacher agreement to administer medicine.

This is part of the school's policy on the administering of medicine.

It is agreed that _____ (name of child)

will receive _____ (quantity and name of medicine)

every day at _____ (time medicine to be administered).

_____ (Name of child) will be given/supervised whilst

he/she takes their medication by _____ (Name of staff member).

This arrangement will continue until (either end date of course of medicine or until instructed by parents)

Date: _____

Signed _____

(The Headteacher)



MAESMARCHOG PRIMARY SCHOOL

Name of child: _____ **Class:** _____

Date medicine provided by parent: _____

Quantity received: _____

Name and strength of medicine: _____

Dose and frequency of medicine: _____

Expiry date: _____ **Quantity returned:** _____

Staff Signature _____ **Date:** _____

Signature of parent _____ **Date:** _____

Date					
Time given					
Dose given					
Name of Staff member.					
Initials of Staff member.					

Date					
Time given					
Dose given					
Name of Staff member.					
Initials of Staff member.					

Date					
Time given					
Dose given					
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