



Administration of Medicines Policy

Approved by the Governors of Rose Wood Academy on:

Date	Amendment	Signed
June 2016	Changes have been made to reflect who can administer medicine and where the medicines are stored depending on age of child.	

AIM:

The aim of this Policy is to ensure that the school has effective management systems in place for administering medicines to pupils.

MEDICINE TAKEN DURING THE SCHOOL DAY

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor, unless the Head Teacher has given specific permission following a written request by parents. Aspirin, paracetamol and ibuprofen will not be administered unless prescribed by a doctor. Parents must submit a written permission slip before any medicine is administered. Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

MEDICINE ON EDUCATIONAL VISITS

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

RULES FOR ADMINISTRATION

Only trained staff members authorised by the Head Teacher will administer medicines. Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, that written permission has been given and that the medicine is still within date. Children can self-administer if parents have requested it. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded on the Parental Medical Consent Form which will be scanned and uploaded on ScholarPack 'Ancillary' student docs.

STORAGE OF MEDICINES

All medicines will be stored safely. Medicines needing refrigeration will be stored in the designated fridge in the main office. Inhalers will be kept in the child's classroom. All medicines must be clearly labelled. Controlled drugs or prescribed medicines will be kept in the locked cabinet in the Business Manager's office. Access to these medicines is restricted to the appropriately trained staff. Epi-pens are kept in locked cupboards in relevant children's teaching areas.

RECORD KEEPING

Staff will record any doses of medicines given on the back of the Parental Medical Consent Form. Children self-administering asthma inhalers do not need to be recorded.

ASTHMA

Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

ADMINISTERING AN EPI-PEN:

Epi-pen – Any member of staff can administer an epi-pen in an emergency.

The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. Cetrizine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the epi-pen. If symptoms are more

severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents should be contacted after this call has been made.

STAFF TRAINING

Training will be organised when necessary, to update skills and knowledge. Where appropriate, this will be carried out by external agencies e.g. asthma nurse, epilepsy nurse.

PARENTAL RESPONSIBILITY

Parents must inform school of any medical condition which affects their child. Parents are expected to ensure that inhalers are in date, and that medicine is collected from the school office.

EMERGENCY PROCEDURES

In a medical emergency, teachers can administer emergency first aid if necessary. If possible, the school's First Aiders will be asked to attend.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.
- Ensure a member of staff is available to meet the ambulance staff at the school entrance.

Children may be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

The office can produce detailed information which will be required by the hospital from ScholarPack 'Admin' 'Students':



Export Info Check

INFORMATION

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in the staffroom. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and a care plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's SIMs records and this information will be provided to class teachers annually.

FIRST AIDERS

All office staff, teaching assistants and lunch time supervisory staff are School First Aiders and are qualified to administer first aid.