

# CHOWBENT PRIMARY SCHOOL

## Administration of Medicines in School Policy



**Date policy agreed by Governing body:**

22/11/22

Signed *Mrs S Heapy* Chair

# **Chowbent Primary School**

## **Policy on the Administration of Medicines**

From time to time it is necessary to review certain school procedures and advise parents accordingly of changes.

With respect to the administration of medicines in school, employees working under the School Teachers' Terms and Conditions of Employment have no contractual obligation to administer them: indeed all teacher unions advise members against this.

Medication will only be administered when it would be detrimental to a pupil's health or school attendance not to do so.

Chowbent Primary School will not give any medication (prescribed or non-prescribed) to a child under 16 without a parent's written consent except in exceptional circumstances under direction of a medical professional.

Chowbent Primary School only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

Chowbent Primary School only accept non-prescribed medicines if these are in-date, labelled, provided in the original container as purchased, and include instructions for administration, dosage and storage.

In all cases it is necessary to check:

- Name of child
- Name of medicine
- Dosage
- Written instructions provided by prescriber
- Expiry date

An Administration of Medicine Permission & Record form must be completed and signed by the parent / carer.

Chowbent Primary School will only give non-prescription medicines to pupils whose parents are unable to come into school to administer due to other commitments such as work / education, for a maximum of 3 days, even where parents give permission. The only exemption to this is if pain relief is required in exceptional circumstances such as during the healing period of an injury such as a sprained joint or broken/fractured limb or we are aware of a child having a medical condition which causes them regular pain.

A measuring spoon/syringe/vessel must be provided by the parent/carer, and the dose of medicine is measured using this. Instructions on the medication label must be followed. Wherever possible, the spoon/syringe/vessel should be handed to the pupil for them to administer the dose themselves. Each individual pupil's spoon/syringe/vessel should be cleaned and kept with their own medication.

When a member of staff administers medicine, they will check the child's Administration of Medication Permission and Record form against the medication, to ensure that the dose and timing are correct. They will then administer the medicine as required, and record this on the form.

Where children need to take medicine three times a day this could be given:

- i) before coming to school,
- ii) on returning home from school,
- iii) at bedtime.

Therefore, medicine should not be sent to school.

If children have a medication which needs to be taken four times a day staff will administer this medication if parents / carers are unable to come at lunchtime to administer due to other commitments such as work / education.

Please note:-

- i) It is the responsibility of the child to report to the staff for medication to be given.
- ii) The school will not accept responsibility for the medicine not being administered.

These guidelines refer to medicines, and do not affect current arrangements for the use of eye drops for hay fever sufferers or inhalers for asthma sufferers who should keep their own inhaler (clearly labelled) in the classroom where they are easily available.

### **Emergency Salbutamol Inhalers**

Chowbent Primary School has chosen to hold an emergency inhaler for use by pupils who have been diagnosed with asthma and prescribed a reliever inhaler, OR who have been prescribed a reliever inhaler.

Written parental consent for its use will be obtained using the Consent form: Use of Emergency Salbutamol Inhaler, and a copy of this is kept on the T drive.

If there is an emergency situation whereby consent has not been received, either for a pupil with diagnosed asthma, or for a pupil with no previous history or knowledge of asthma and symptoms suggest an asthma attack is occurring, the emergency services will be called. If advised to do so by the emergency services, the emergency inhaler will be used even where consent has not been received and full details of the advice given and dosage administered will be recorded.

There are 3 emergency kits in school, one in the infant resource, one in the junior resource area and one in the corridor near the door to the junior, they include:-

- a salbutamol metered dose inhaler
- a plastic spacer
- instructions on using the inhaler and spacer, together with cleaning/storage instructions

To avoid possible risk of cross-infection, the plastic spacer should not be reused. It can be given to the pupil to take home for future personal use. The inhaler can be cleaned and reused.

If a pupil has used the emergency inhaler, their parent/carer will be informed as soon as possible.

## **Defibrillator**

Chowbent Primary School has a defibrillator, which is kept in the corridor between the Headteacher's office and main office. Sudden cardiac arrest is when the heart stops beating and can happen to people of any age and without warning. If this does happen, quick action (in the form of early CPR and defibrillation) can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. Modern defibrillators are easy to use, inexpensive and safe. Staff members are trained in the use of CPR and defibrillators as part of their first aid training.

## **Refusal to Take Medicine**

If a pupil refuses to take their medication, staff should not force them to do so. If a prescribed condition critical medication/injection is refused, staff must take prompt action by informing the parent/carer as soon as possible.

If a pupil refuses to take a non-prescribed medication, this should be recorded in the pupil's records. Parent/carers should be informed of the refusal on the same day.

If a refusal to take medication results in an emergency then 999 should be called and parent/carer informed.

## **Storage and Access**

All medications should be stored safely. Pupils with medical conditions should know where they are at all times and have access to them immediately.

Medications should not be stored in any first aid boxes on the premises.

Chowbent Primary School will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration.

Medicine (with the exception of individual inhalers) should be stored in the Medical Cabinet, with each pupil's medicine clearly marked with the pupil's name and the dose to be taken.

It is essential that a pupils' emergency medication is immediately accessible for that pupil, if participating in an extra curriculum activity, including before and after school clubs, whether led by the school or an external provider.

Parents/carers should be asked to collect all medications/equipment at the end of the school term, and to provide new and in date medication at the start of each term.

## **Record Keeping**

As part of Chowbent's admissions process and annual data collection exercise parents/carers are asked if their son/daughter has any medical conditions.

## **Pupils who require short term medication for the duration of the trip/residential**

Parent/carers complete medical forms at least two weeks before the visit at which point staff will establish, from parents/carers, the medication, circumstances in which it can be administered, the precise time the dose is given and the exact dose.

All medication must be provided in the original packaging as supplied from the pharmacy.

## **Travel Sickness**

Tablets can be given with written consent from a parent but the child's name, dosage, time of dose and any possible side effects should be clearly marked on the container, which must be the original packaging. Parents will need to complete an Administration of Medication Permission and Record form.

## **Pain Relief**

Pupil's/students who require regular/prescribed pain relief that needs to be taken whilst on an outing/residential visit must bring in their own supply of the medication and parents must complete a separate medication consent form. All pupil/student medication will be held in by the Trip Leader.

Chowbent Primary School may take a central store of medication such as Calpol/paracetamol on a residential visit. Parental consent must still have been given for administration. This will be achieved as part of the parental consent to act in loco parentis in emergency situations. Prior to administering medication that has not been directly provided by the parent/carer, the Trip Leader will always attempt to contact the parent/carer to explain why the medication is being given.



