



Administering Medicine Policy

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Governor signature	
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Administration of Medicines in School Policy

This policy applies to pupils who have a short-term medical illness.

Sections

1. Managing medicines during the school day
2. Managing medicines on trips and outings
3. Roles and responsibilities of staff supervising the administration of medicines
4. Parents' written agreement
5. Policy on children taking and carrying their own medicines
6. Record keeping (Appendices)
7. Storing refrigerated medicines

Administration of Medicines in School Policy

1. Managing medicines during the school day

Medicines should only be taken during the school day when essential. **They must be in the original container including prescriber's instructions.** We will not be able to administer these if they are not provided in the original box with a prescription label.

Medicines fall into two types:

- a) Prescription medicines and
- b) Non-prescription medicines

Prescription Medication

- Antibiotics that are required three times a day can be managed at home (before school, after school and at bedtime) and will not be administered by the school. However, the school will administer antibiotics that are prescribed four times a day.
- A member of school staff may only administer a drug for whom it has been prescribed, according to the instructions.
- If agreed with parents, the school may look after the drug on behalf of the child. For example, if a child is staying with a parent for the weekend and needs to take this medicine home; the school will keep the prescription medicine in a safe place and give to the relevant adult on collection.
- The school will keep a record of any medications given, for audit and safety purposes (See Appendix 1).
- Prescription drugs must be collected from the office at the end of each school day by the adult collecting.
- Controlled drugs, will have a separate individual care plan and medicine will be kept in the school safe.
- All medications will be returned home before the school summer break. Any medications not collected before the summer holidays will be disposed of.

Non-prescription Medication

- Non-prescribed medicines will not be administered by the school office.
- Eye and ear drops, teething gels, cough syrups, lozenges, herbal remedies will not be administered without a prescription.
- If a child requires regular doses of non-prescription medicine throughout the school day, then the parent or responsible adult must come in to school to administer.

Children absent from school on the grounds of medicine administration will be recorded as unauthorised absence.

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The National Service Framework encourages prescribers to explore medicines which:

- Need only be administered once a day or
- Provide two prescriptions - one for home use, one for school/setting use, so that the medicine can be kept in the original containers when the illness is long-term.

2. Managing medicines on trips and outings

- All children are encouraged to take part in visits. Where necessary the responsible member of staff will carry out a specific and additional risk assessment for the child. Medicine will be administered if feasible, and as per parental instructions which should be clearly written on an administering medicine form or as per the agreed healthcare plan.

3. Roles and responsibilities of staff managing or supervising the administration of medicines

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency.

Specific advice and support from the Schools Nursing Service will be available to staff who agree to accept responsibility, as delegated by the Head of School or Executive Headteacher, for administering medicines and carrying out procedures.

In the event of legal action over an allegation of negligence, the employer rather than the employee is likely to be held responsible.

The Executive Headteacher / Head of School is responsible for day-to-day decisions, such as:

- Ensuring staff receive advice, support and awareness raising training
- Ensuring all relevant information about pupil needs is shared
- Ensuring staff are aware of their common law duty of care to act as a prudent parent.

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4. Parents' agreement

When drugs are administered, the school will keep a record in the school office.

It is the responsibility of parents to ensure that medicines sent to school are 'in date'. Parents should collect all medicines at the end of the school day.

If medication has not been collected by the end of the school term, or after treatment has ended, the medicine will be disposed of. If new supplies are required it is the responsibility of the parents to supply medication as needed.

5. Policy on children taking and carrying their own medicines

Only children of secondary school age may legally carry their own prescription drug (eg. insulin or epi-pens). Asthma medication can be kept in or near the children's classrooms. It must be taken on school trips. Please refer to Medical Needs Policy for long-term illness care plan administration.

Lifesaving medications, such as Epi-Pens will be discussed as part of an agreed health care plan.

6. Record keeping

Appendix

1) Record of Medicines Administered to all Children

