



HIGHBURY PRIMARY SCHOOL

GOVERNORS' POLICY ON ADMINISTRATION OF MEDICINES

Highbury Primary and Nursery School's mission is:

- To be an inclusive, safe and caring community where each member is equally valued and nurtured to develop their potential.
- To achieve academic excellence by ensuring each pupil performs to the best of their ability.
- To work together as a team with parents and carers within the community to promote respect responsibility for the benefit of all.

POLICY STATEMENT

Highbury Primary School will undertake to ensure compliance with the relevant legislation and guidance in Health Guidance for Schools with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at Highbury Primary School is held by the Headteacher who is the responsible manager. It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with our Health and Safety Policy. All staff have a duty of care to follow and co-operate with the requirements of this policy.

AIMS & OBJECTIVES

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - Prescribed medicines
 - Non-prescribed medicines
 - Maintenance drugs
 - Emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines

- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring there are robust administrative procedures in place to facilitate safe handling, storage and administration of medicines, such as a monthly audit of medicines that are held on site
- To retain records of audits and drug storage and administering of drugs
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

The administration of medicines is the overall responsibility of the parents. The headteacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

Routine Administration

Prescribed medicines

- It is our policy to manage prescribed medicines (eg antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents

Non-prescribed medicines

- It is our general policy to allow the administration of non-prescribed medicines, (eg Calpol, Paracetamol Suspension) only with the verbal consent gained from the parent. Cough mixtures provided by the parents can be administered with a consent form, signed by the parent(s). Please see Policy Adminstrating Paracetamol in the School Setting.
- Children under 16 years old are never to be administered aspirin or medicines containing ibuprofen unless prescribed by a doctor
- Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the responsible manager who may decide to administer under certain miscellaneous or exceptional circumstances

Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (eg Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written for the child concerned.

Non-Routine Administration

Emergency medicine

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):
 - Injections of adrenaline for acute allergic reactions
 - Rectal diazepam for major fits
 - Injections of glucagon for diabetic hypoglycaemia
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted

Procedure for Administration

When deciding upon the administration of medicine needs for children we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

Any child required to have medicines will have an 'administration of medicines/consent form completed by the parent and kept on file. Individual health care plans will be completed for children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file. If a child refuses to take medication the parents will be informed at the earliest available opportunity.

Contacting Emergency Services

When a medical condition caused the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

The medical room will be used for medicine administration/treatment purposes. The room will be made available when required.

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted. Any level of training undertaken will be recorded on the 'staff training record'. Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

The storage of medicines is the overall responsibility of the headteacher who will ensure that arrangements are in place to store medicines safely.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

Medications will be securely stored in the first aid room. Inhalers will be stored in the child's classroom, where they can be accessed easily when required.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities. It is not the school's responsibility to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required, including those which have date-expired, are returned to a pharmacy for safe disposal.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be local arranged as appropriate.

At the end of each academic year, all medicines held in school will be returned directly to the parents. It is the parent's responsibility to ensure that any medication required for the start of the next academic year is provided to the school at the start of the new term.



Approved by the governing body: _____

Date: Feb 2017

Review Date: Feb 2019

Administration of medicines/treatment (Form of consent)

School Highbury Primary

Child's name _____

Address _____

Parent's Tel Nos Home _____ Work _____

GP _____ Tel _____

I agree to members of staff administering medicines / providing treatment to my child as directed below or in the case of an emergency, as staff consider necessary.

Signed _____ Date _____
Parent/guardian

Name of medicine	Dose	Frequency/times	Completion date of course if known	Expiry date of medicine
Special instructions				
Allergies				
Other prescribed medicines child takes at home				