

Medication Administration Policy



Approved by: Local
Governing Body

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At **Place Farm Primary Academy**, we promote the good health of children attending the school and take necessary steps to prevent the spread of infection. If a child requires medicine, we will obtain information about the child's needs for this and ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind at Place Farm Primary Academy and these are set out below.

Medication prescribed by a doctor, dentist, nurse, or pharmacist.

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated.
- Medicines must be in their original containers with their instructions printed in English.
- Those with parental responsibility for any child requiring prescription medication should hand over the medication to a member of staff in the school office, who will then note the details of the administration on the appropriate form and another member of staff will check these details. The medication should also be collected from the school office by a parent/carer.
- It is the responsibility of the parent to ensure that medication is within date.
- Those with parental responsibility must give prior written permission for the administration of every medication. However, we will accept written permission once for a whole course of medication or the ongoing use of a particular medication under the following circumstances:
 1. Written permission is only acceptable for that brand name of the medication and cannot be used for similar types of medication e.g. if the course of antibiotics changes, a new form will need to be completed.
 2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed. For prescribed medication, any change in dosage needs to be supported by a prescription.
 3. Parents must notify us **IMMEDIATELY** if the child's circumstances change e.g. a dose has been given at home, or a change in strength or dose needs to be given. This should also be supported by a prescription if prescribed medication.
- All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.
- The school will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist.
- Office staff must ask when the child has last been given the medication before coming to school and the staff member must record this information on the medication form. Similarly, when the child is picked up, the parent must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times.

- At the time of administering the medicine, **two** staff members will be present and one of these staff members will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication).
- If the child refuses the appropriate medication, a note will be made on the form, and parents will be informed.
- Where medication is 'essential' or may have side effects, a discussion with the parent will take place to establish the appropriate response.
- If medication is needed once or twice a day, parents are to be asked to administer this before and after the school day.
- For any child requiring medication during the school day, a member of the office team will inform the class teacher and SLT of the timing for this and will inform the class teacher of when to send a child to the office (if the child is in KS2) to receive their medication. If the pupil is in KS1 or EYFS, then the member of the office team will collect the child from their class and bring them to the office.

Non-prescription medication (*these will not usually be administered*)

- The school will not administer any non-prescription medication containing aspirin.
- The school will only administer non-prescription medication for a short initial period, depending on the medication or the condition of the child. After this time medical attention should be sought.
- Any medication brought into school must be handed into the school office, labelled with the child's details, dosage details and timings. It must be in its original packaging, with the instructions provided in English. This should not exceed the recommended dosage on packaging itself.
- It is the responsibility of the parent to ensure that medication is within date.
- If the academy feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse school care until the child is seen by a medical practitioner.
- If a child needs liquid paracetamol or similar medication during their time at school, such medication will be treated as prescription medication with the onus being on the parent to provide the medicine.
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name. This should be handed to the office by the parent in the same way as any other medication.
- If any child is brought to the school in a condition in which he/she may require medication sometime during the day, the Head of School/SLT will decide if the child is fit to be left at the school. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form.
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at school, together with the times and dosage given.
- The school DOES NOT administer any medication unless prior written consent is given for each and every medicine.
- If medication is needed once or twice a day, parents are to be encouraged to administer this before and after the school day.

Medication on school trips

- If a child requires medication while on a school trip, then the parent of that child must complete a **pre-visit medication** form.

- Parents should be invited in for a meeting with the trip leader and, where possible, the designated first aider of that trip, to outline timings for medication to be administered. These should be clearly recorded.
- On the morning of the trip, the parent must hand over the correct amount of medication for the duration of the trip, clearly labelled with the child's name, dosage and timings, to the designated first aider and this is to be kept with the designated first aider throughout the duration of the trip.
- When administering medication on school trips, two members of staff should oversee this – one of whom needs to be the designated first aider.
- The designated first aider should record this in a medication log, together with the dosage given, time and signatures of both staff should also be recorded. This log needs to be handed over and stored securely by the office staff.
- When returning from a school trip, all remaining medication must be returned to the collecting parent/guardian.
- If a child becomes unwell during a school trip – every effort should be made to contact the parent. The procedures in terms of administering any non-prescription medicine in response to this should be in line with normal school procedures (see above). This also needs to be recorded in the same way, together with the parent's consent.

Staff medication

All Place Farm Academy staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or feel unwell and cannot meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their line manager and seek medical advice. The Head of School/person's line manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour, suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication (including non-prescription medication), any such medication must be kept securely and out of children's reach. It is the staff members' responsibility to make sure that this happens.

Storage

All medication for children must have the child's details clearly written on the original container, with the original instructions, and kept in a closed box, which is out of reach in the school's office.

Emergency medication, such as inhalers and EpiPens, may be kept in the relevant classroom, within easy reach of staff in case of an immediate need. Any antibiotics requiring refrigeration must be kept in a fridge in the First Aid Room, inaccessible to children in the first aid room. This must be in the original container, with the original instructions, and clearly labelled with the child's name.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Medication stored in the setting will be regularly checked with the parents to ensure it continues to be required, along with checking that the details of the medication form remain current.