

# Administration of Medicine Policy

<b>Date Reviewed:</b>	July 2017	<b>Next Review:</b>	July 2018
<b>Committee responsible for Policy review:</b>	Resources	<b>Linked Policies:</b>	Supporting Children with Medical Conditions

## Authority

<b>Name of Unit/Premises/Centre/School</b>	Hook Junior School
<b>Date of Policy Issue/Review</b>	July 2017 – July 2018
<b>Name of Responsible Manager/Headteacher</b>	Lynn Martin
<b>Signature of Responsible Manager/Headteacher</b>	

## Policy Statement

Hook Junior 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 Hook Junior 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 the Health Guidance for Schools document. 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 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

## **Administration**

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 (for example, antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents

#### **Non-prescribed medicines**

- It is our general policy not to take responsibility for the administration of non-prescribed medicines, (for example. Calpol or cough mixtures provided by the parents) as this responsibility rests with the parents
- On occasions when children require paracetamol it is our policy to administer providing that written consent from the parents has been received in advance and administration is in accordance with guidance provided in the Health Guidance for Schools document
- Children under 16 years old are never to be administered aspirin or medicines containing Ibruprofen 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 (for example, 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.
- In accordance with Hampshire County Council guidance, children who carry maintenance drugs that are to be taken at their own discretion, will be kept in class for use as necessary (for example, inhalers).
- Maintenance drugs are kept in the class in a clearly marked medical box with each drug being kept in a clearly labelled bag within. The medical box will be kept with the class at all times, including outside activities and field trips.

### **Non-Routine Administration**

#### **Emergency medicine**

- It is our policy 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 Glucagan 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/treatment' 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 will be kept on their Administration of Medicine Treatment Form each time the medicine is administered, and kept on file

If a child refuses to take medication the parents will be informed the earliest available opportunity.

## **Contacting Emergency Services**

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

The first aid 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 specialized 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.

## **Staff Training**

A 'staff training record' sheet will be completed to document the level of training undertaken.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

## **Storage of Medication**

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.

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.

All controlled drugs are stored in the School Safe and an individual record of medicinal administration kept for each controlled drug.

## **Disposal of Medicines**

It is not the Headteacher'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 locally arranged as appropriate.

## Approval

<b>Date Reviewed:</b>	
<b>Signed:</b>	
<b>Position</b>	

## Appendices

Appendix 1: Parental Consent Form

Appendix 2: Medicine Administration Log For

Appendix 3: Emergency Action Prompt Sheet

Reference to appendices, inline or attached.

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### CHILDREN'S SERVICES HEALTH & SAFETY TEAM

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**For advice and guidance to the school when writing your local Administration of Medicines policy or using our template please contact the Children's Services Health & Safety Team on their website at:**

<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>

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