



Administration of Medication Policy

Rationale:

To ensure that all medication is administered, stored and managed safely, and in accordance with National, Council and Local Guidelines.

Many children will at some time need to take medicines in school, either short term (course of antibiotics) or more long term (treatment of asthma). Some children also have conditions that require emergency treatment e.g. severe allergic conditions (anaphylaxis) or epilepsy.

We will offer to help and support, wherever possible, to parents/carers whose children require medication during the school session. Parents/carers have prime responsibility for their children's health and should provide the named first aider with information about their child's medical condition and any specific requirements.

Whilst there is no legal requirement for the staff to administer medication, we will work closely with parents/carers and health agencies to ensure there is a climate of inclusion. Staff will be offered support so that medication is administered safely. All requests to administer medication apply only to prescribed medication.

AIMS:

1. All staff to be aware of the named persons who will administer medication within the service.
2. All staff to be aware of the procedures regarding the administration of medicines to children.
3. All relevant paperwork to be completed at each stage and referred to as incidents arise.
4. All staff to be aware how medical information about children will be stored and shared.

OBJECTIVES:

1. Follow procedures in [Management Circular No 97](#) - Arrangements for the Supervision and Administration of Medication and Support of Healthcare needs.
2. Information to be passed from parents to School staff through completion of appropriate forms on entry to school, every subsequent year and when information has changed this information must be updated
3. Permission to administer specific medication should be reviewed every month. Parents verbally asked about any changes, if there are specific changes to be made this is recorded and signed by parent. Children's medical plans are reviewed every 6 months.
4. Information to be disseminated to all School staff as appropriate and with full consent from parent.
5. Students/voluntary workers/ visitors to be made aware of medical administration only as required.

SPECIFIC GUIDELINES:

1. Parents must complete parental medical consent form on arrivals at the School.
2. Parents are responsible for supplying written information about medicines and must let the School know if any changes to the prescription.
3. Medicine supplied to the School by the parent must be in its own labelled container showing the name of the child, the dosage, the frequency of administration and the expiry date.
4. Parents/carers must administer at least one dose of any medication to observe any adverse reaction the child may have to the medication.
5. Parent/carers should always, dependent on School, hours administer medications prior to children arriving.
6. A written record must be taken of the details of when the medication was last administered by the parent.
7. Completed forms MUST have a photocopy of the label, showing full, relevant detail as directed by the pharmacist.

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8. All completed paperwork to be held in confidential Medical files in a secure storage area.

9. Copies of the relevant paperwork to be held in child's admission files in a secure storage area. Medical information to be updated for each class and contained in the staff planning folder online (for GDPR). A sheet should be in the forward plan which states if the child has a medical need.

10. Administration paperwork to be stored alongside actual medication for emergency situations.

11. All medication to be stored safely, out of the reach of children but accessible, and in an area which is below 25 degrees C.

12. If medication requires to be stored in a fridge, it must be in a plastic type box with a lid.

13. All spoons, syringes, spacers for inhalers etc. must be labelled and cleaned appropriately.

14. Each individual child's medication to be stored in an individually labelled container.

15. Any staff member giving medication to a child should check.

- Child's name & date of birth.
- Written instructions provided by parents or doctor.
- Prescribed dosage.
- Time or occasion for administration.
- Time or occasion of last administration.
- Expiry date, including timescale after container is opened.
- Another member of staff is present to confirm the details are correct.

Policy Updated	August 2022
Policy to be Reviewed	August 2024

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