



Kilsyth Primary School

Administration of Medicines Policy

Policy Statement

Kilsyth Primary School will undertake to ensure compliance with the relevant legislation and guidance in 'Management of medication in Day-care of children and childminding service' 2014 with regard to making proper provision for the health, welfare and safety of service users. This is our policy with clear procedures for supporting children with medical requirements, including managing medicines in our establishment.

Responsibility for all administration of medicines at Kilsyth Primary School is held by L. Duncan - HT. Day to day decisions will be taken by the Principal Teacher in the school - First Aider.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff under the Data Protection Act 1998. All administration of medicines is arranged and managed in accordance with the protocols detailed in this 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 of Medicines

The administration of medicines is the overall responsibility of the parents/carers. Office staff and the Principal Teacher in the school will be 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/carers. Parents/carers will complete the Administering of Medicines form. All medicines will be stored away from the reach of all children in the medicine cabinet in the Medical Room. Individual storage boxes with children's names will be used to store individual prescribed medication. (ie inhalers, piriton, calpol,etc)

Routine Administration

Prescribed medicines

- It is our policy to manage prescribed medicines (e.g. antibiotics, inhalers) where appropriate following consultation, agreement and written consent from the parents/carers.

Non-prescribed medicines

- It is our general policy not to take responsibility for the administration of non-prescribed medicines, (e.g. Calpol or cough mixtures provided by the parents/carers) as this responsibility rests with parents/carers.
- On occasions when children require paracetamol it is our policy to administer, providing that written consent from the parents has been received in advance.
- 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 (e.g. Insulin) as appropriate following consultation, agreement and written consent from the parents. On such occasions, a health care plan will be written for the child concerned with Health Professionals.

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;
- Oral Medazolam for major fits;
- Injections of Glucagon for diabetic hypoglycaemia.

In all cases, professional training and guidance, including a Health Care Plan, 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/carers 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/carer and kept on file. There will be an individual section in the file for each child. The school and nursery database will include any medical conditions of each child.

Individual health care plans will be completed for children where required and reviewed periodically in discussion with the parents/carers to ensure their continuous suitability.

If a child refuses to take medication the parents/carers will be informed at the earliest available opportunity by telephone by a member of staff. Parents and carers will then be given written notification that refusal of medicine has taken place during the session. Parents and carers will then sign the tear off slip at the end of the session, which staff will keep for our own records.

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.

Medical Accommodation

The medical room beside the school office will be available for children attending Kilsyth Primary School.

Training

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.

A 'staff training record' sheet will be completed to document the level of training undertaken. Certificates will be stored in the professional development file for the individual member of staff.

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

Storage

The storage of medicines is the overall responsibility of the Head Teacher who will ensure that arrangements are in place to store medicines safely. This responsibility is delegated to the Principal Teacher as the school's first aider.

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 the allocated members of 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/carers to provide medicine that is in date. This should be agreed with the parents/carers at the time of acceptance of on-site administration responsibilities.

Disposal

It is not the responsibility of Kilsyth Primary School to dispose of medicines. It is the responsibility of the parents/carers 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.

Louise Duncan Bain - Head Teacher

Updated - January 2022

Scheduled Review - August 2023

Original Policy - March 2020