

Doonfoot Primary School

Administration of Medications Policy



UNCRC Article 24 (health and health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

Management of Medication

If a child requires to be given medication whilst at Doonfoot Primary School, an *Administration of Medicine Consent form* must be completed by the parent or carer. These are available upon request from the school office. The office use only section must be signed by DHT or HT to approve.

All medicines must be in their original bottle/package, clearly named and the dosage specified.

Medicines will be held in the locked first aid cupboard or fridge in the medical room. The keys for this are held in a key safe. The first aid staff and office staff all know the code for the key safe.

Medication will not be administered if the *Administration of Medicine* form has not been completed.

Procedure for the Administration of Medication

In order to assist in the observation of safe practices, staff are asked to follow the procedures as follows:-

- Staff members will not administer the first dose of medicine to the child. Parents should have given their child one dose to ensure no allergic reaction is caused by administering the medication.
- Ensure that the request for *administration of medicine* form is completed by the parent/carer. A new entry should be completed where there is a change in circumstance.
- Staff can only administer medication for the length of time stated on the bottle, staff will not administer medication beyond this time-scale unless we have a Doctor's letter.
- Ensure that the medicine container is clearly labelled with:
 - a. the name of the child
 - b. the name of the medicine
 - c. the dosage and time

- Staff should place medicine in the locked first aid cupboard or fridge in the First Aid room and put the details of this on the whiteboard at main office.
- When administering medications, the staff member should complete the form in the folder (within the locked first aid cupboard) stating the date, time, dosage given and sign their name. This must then be signed by a parent/carer at the end of the day or as soon as possible. A text message will be sent to the parent carer when a dosage of medication has been administered.
- Staff should ensure that the medication is returned home every day unless it is retained in school wherein the appropriate form 'Record of Medication Taken by Pupils' should be completed.

Epi-pens

Where a child requires an epi-pen for allergic reactions, the child must carry one with them at all times and the school should also be issued with one. Relevant staff within the school will receive training in the use of the epi-pen in addition to the first aiders who maintain training in this at all times.

Asthma Medications

If a child requires an inhaler to be in school, an *administration of medicine* form should be completed. Depending on the child's needs, agreement will be made as to where to keep the inhaler. This could be in a safe space in the classroom or kept with the child.

Diabetic Pupils

A meeting/training session will be held before a diabetic pupil starts at school with the parents and associated diabetic nurse. Appropriate provision will then be put in place for the care of the child depending on the type of monitoring equipment and medication they require.

Review of medications

The DHT and member of clerical staff meet on the last Friday of each month to review all medications and associated paperwork. A text message will be sent to parents on the last Friday of each month if we currently hold medication for their child asking them to provide us with any updates or changes in circumstances. The accident record log will be monitored to identify any patterns which may need addressed via risk assessment of problematic areas or pastoral support for a certain child.

In an emergency evacuation/school trip

Staff will ensure that they take any medication with them in the event of an emergency evacuation or fire drill as well as during school trips.

Date of policy: Feb 2025
Date of review: Dec 2028 or earlier if required