



## Holmston Primary Administration of Medicine Policy

### **Management of Medication**

If a child requires to be given medication an Administration of Medicines form must be completed by the parent or carer. Pupils are not permitted to self-administer medication except for asthma inhalers after discussion with the school.

For each pupil who is to be administered medicine in school, clerical staff should ensure the following is completed:

- 'Administration of Medicines' form.
- 'Daily medicine' administration sheet to record date, time and level of dosage when school is required to give medication during school hours.
- Medicine to be administered is kept either in the medication cupboard or fridge.
- Photograph of the pupil (if necessary).

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

Controlled medicines must be held in the locked cabinet in the clerical office. If the medication requires to be refrigerated, it will be held in the fridge in the clerical office.

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

### **Medication Storage**

Medication should always be accessible at the point of need. However, it is also important to make sure that medicine is only accessible to those children and young people for whom it is prescribed. If the school/setting locks away medication, all staff, and where appropriate, individual children and young people, should know where to obtain keys to access the locked cabinet or fridge. It should be stored in a pharmacy dispensed container or manufacturer packaging and include an appropriate label or instruction from the healthcare practitioner. Staff should check it has not passed expiry date. Some emergency medications should not be locked away in an office or cupboard. Examples are adrenaline auto-injectors (AAIs), salbutamol inhalers or asthma kits. In addition, emergency medication may need to be in more than one location and in the case of adrenaline auto-injectors, no more than 5 minutes away from where they may be needed.

### **Epi-pens**

Where a child requires an epi-pen for allergic reactions, the child should have one kept in the classroom and take when leaving the school and the office should also be issued with one, if possible. All details should be recorded on our medication conditions form. Relevant staff should be trained in using an epi-pen.

### **Diabetes**

Where pupils require procedures to manage diabetes, these will be discussed with the parent and child to develop a plan. Relevant staff should be trained in these procedures.

## **Asthma Medications**

Inhalers may be kept in school in case of emergency. Class teachers/clerical staff should ensure that inhalers are stored in a safe area within the class, office or in the child's school bag. Date, time and dosage must be recorded each time by the person administering the inhaler. Parents are reminded that it is their responsibility to ensure that their children's medication requirements are up to date and that the school is kept up to date.

## **Procedure for the Administration of Medicines**

To assist in the observation of safe practices, staff are asked to follow these procedures:

- 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 Administration of Medicine form is completed by the parent/carer. A new entry/new form should be completed where there is a change in circumstances.
- Staff can only administer medication for the length of time stated on the bottle. Staff will not administer medication beyond this timescale unless we have a doctor's letter. Staff should check that all medicines are within the expiry date.
- 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 must record the date, time and how much medicine has been administered. This is recorded on the Daily Medicines sheet.
- Staff should ensure that the medication is returned home every day unless it is retained in school.