



## ST. ANDREW'S CE (VA) JUNIOR SCHOOL



*"Promoting Excellence Within a Caring Christian Community"*

### **Administering Medicines Policy and Procedures**

#### **1 Introduction**

The purpose of this document is to ensure that safe procedures are set up in school to assist both children with medical needs and the staff who may need to administer medication.

#### **2 Aims and Objectives**

To enable all children to have equal access to the full curriculum.

#### **3 Procedures**

- Parents are made aware that they must notify school if their child has any medical needs. They are also asked to supply medication at school in certain cases e.g. inhalers for asthmatics, Epi-pens for children with anaphylaxis.
- This information can be found in the School Brochure.

##### Asthma

- Children who are asthmatics MUST have asthma cards completed by their parents and they should have their inhalers with them in class. Each class has a list of asthma sufferers, medical forms for each child and any inhalers needed. This is in the private & confidential folder in each classroom.

##### Anaphylaxis

- Children with anaphylaxis MUST have two Epi-pens in school in a named container, stored on the top shelf of the classroom store cupboard. A copy of the child's care plan is also kept in the container and the folder in the First Aid Room.

##### Diabetes

- If a child has diabetes, it is the parent's responsibility to ensure that 'sugary snacks' are available for the child at school if needed. These should be stored in the child's medical box kept in a high place in the child's classroom and also in the First Aid Room.

- Other medication needed in school MUST be kept in the locked First Aid cupboard in the medical room, unless stated otherwise in the medical care plan or in the fridge in the First Aid Room.
- Administration of any medicines in school will be under the guidance of the child's parent or following information received from the diabetic nurse. Responsibility for seeing that this is carried out effectively lies with the Head Teacher.

### Epilepsy

- If a child has epilepsy, it is the parent's responsibility to ensure that any medication required is available at school and that full instructions are given for its administration.

The Head Teacher accepts responsibility in principle for first aid staff giving or supervising children taking prescribed medication in cases outlined above or for other urgent cases during the school day. Details of storage and access to medication and our emergency procedures are shown in the individual care plans (form M2) and the record of administration of medicine (M1), which are to be found in the school office. It is a parents' responsibility to ensure medicines are in date.

### Non-urgent medicines

Children who need short-term medication e.g. a course of antibiotics, should not bring medicine to school, as teachers do not have the authority to administer medication at school. If this is necessary, then the parent or guardian should come to school to administer this. The school may take responsibility for the administration of 'non-urgent' drugs in exceptional cases and where dosage of 4 times a day or more is required. When this is the case, a permission form is signed.

## **4 Recording the administration of medicine in school**

The M3 form MUST be completed by parents where medication (dosage of 4 times a day or more) needs to be administered in school. The administration will then be recorded on a M1 form. These forms can be found in the school office, during the course of treatment the form will be kept in the First Aid room. All medication needs to have one administrator and another member or staff to supervise, both of whom need to sign the M1 form. This form should be completed whenever ANY medicine is administered to a child. On completion of the treatment the M3 and M1 form will be filed in the "Medication Administered" folder in the school office.

## **5 Training and Awareness raising**

- Medicines will only be given by first aid trained staff following the instructions outlined on the completed school medical plans.

- At the start of the school year, photographs of children with urgent medical needs will be kept in the school office. Children in school will receive appropriate information about drugs during their normal PSHE and Health Education lessons.
- A medical file is held central in the school office and also in the First Aid room with details of all children with major health concerns. Class teachers have copies of the details for their class in the class confidential folders.

## **6 School Trips**

If any child with medical needs goes on a school trip, then the following procedures should be followed;

- In the case of asthmatics, they should carry their own inhaler, the teacher responsible for this child will have a copy of their care plan.
- For children with anaphylaxis, the adult responsible for that child should carry their Epi-pen in their named container with a copy of their care plan.
- For any other medical needs, parents are responsible to see that the medication is in a container, which has the child's name and dosage clearly marked and that they have completed a M3 form.
- The responsibility for administering this medication lies with the leader of the school party or appropriate medical staff at any residential centre, who must ensure it's safety and availability.
- If a child does not bring their medicine/inhaler then they will not be able to take part in the trip.
- All medicine administered must be recorded on a M1 form (one per medicine).

## **7 Monitoring**

The overall monitoring of this policy is the responsibility of the Head Teacher in partnership with the school office. All staff will be informed of any changes in the medical needs of children in school as this is received by the Head Teacher or the school office.

**Head Teacher signed:**

**Chair of Governors signed:**

**Date: March 2017**

**Renew: March 2018**