



Glenfall Community Primary School Administering Medication Guidance

Date Agreed by Governors May 2021

Date of Review May 2024

Glenfall School Guidance for Administering Medication

This guidance should be read in conjunction with the following Policies:

First Aid

Health and Safety

Intimate Care

SEN policy.

We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medication.

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided to every member of the school personnel who has volunteered for and accepted this role. This training will take place before they start this role and will ensure that they are familiar with all administration of medication procedures.

- Medicines will be administered that have been prescribed by a doctor or some other authorised person where it would be detrimental to a child's health if the medicine were not administered during the school day.
- Non-prescription medicines will only be administered by staff if parents/carers have filled in the form at the school office.
- Parents who give children over the counter medicines from home, must still fill in the required form at the school office and medicine stored in the medical cabinet.
- Parents must sign to the effect that the medicine has been administered previously to the child without adverse effect.
- Parents can decide, at lunch time to administer the medication to their own child.

As a school we follow the government recommendation, that children who are able take responsibility for managing their own medicine do so, within safe parameters and depending on the medication.

In exceptional circumstances, the school may administer children's paracetamol (Calpol), with verbal permission from parents, if that enables the child to remain in school and attend lessons.

The school has an emergency salbutamol inhaler which will be administered if a child is experiencing a suspected asthma attack and their own inhaler is not available. Parents will be informed immediately if this occurs.

Aims

To outline the procedures for administering prescribed medicines to pupils.

Parents/carers

Parents/carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Parents should obtain details from their child's GP if needed.

Parents/carers must provide:

- written permission by completing an appropriate Consent Form;
- sufficient medical information on their child's medical condition;
- the medication in its original container;

- sufficient medicine for the dosage to be given in school

Procedure

Administration of Prescribed Medicines

Members of school personnel who have volunteered to administer/supervise the taking of medication will:

- be aware of Individual Health Care Plans and of symptoms which may require emergency action;
- read and check the Medical Consent Forms before administering or supervising the taking of medicines;
- check that the medication belongs to the named pupil;
- check that the medication is within the expiry date;
- inform the parent if the medication has reached its expiry date;
- confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage;
- record on the medication record all relevant details of when medication was given;
- return medications to the secure area for storage;
- always take appropriate hygiene precautions;

Medication Record

The following information must be supplied by the parent/carer: • Name and date of birth of the child

- Name and contact details of the parent/carer
- Name and contact details of GP • Name of medicines • Details of prescribed dosage
- Date and time of last dosage given at school
- Consent given by parent/carer for staff to administer medication
- Expiry date of medication
- Storage details

Security

- All medications administered by staff require parents/carers to sign a form which is kept in the office
- The medication needs to be supplied in a clear plastic bag with the child's medicine.
- The medicines are stored in the staffroom fridge or medical cabinet, depending on the medication.
- Each medicine must be labelled with the child's name, the name of the medicine and the dose to be given.

Confidentiality

- The staff will treat medical information confidentially.
- Disposal of medicines is the responsibility of parents
- Sharps, such as syringes, will be disposed of appropriately.
- Inhalers for asthma are kept in the medical box in the classroom, and dates of these checked regularly.

Educational Visits

- On educational visits a designated person will also attend in order to administer medications.
- For residential visits, young people sometimes need minor treatment for conditions such as headaches, rashes, colds and insect bites. If necessary, with parental permission, staff will treat these ailments with the following 'off-the-shelf' products which are commonly available from most chemists: Paracetamol, antiseptic wipes, hypoallergenic plasters, insect-bite antihistamine, Piriton, sun cream
- Parents will also be requested to sign the Local Authority Medical form regarding emergency medical treatment during school visits:

Sporting Activities

- We will ensure that pupils have immediate access to their own asthma inhalers during sporting activities in the school day and during extra-curricular clubs.

Designation	Name	Date	Signature
Chair of Governors	Tom Cadogan	May 2021	
Head Teacher	Anthony Mitchell	May 2021	