



Bitham Brook Primary School

Bitham Brook
Primary School

Policy Number	014	Issue	001
Policy Title	Administration Of Medicines		
Last Review Date	28 th January 2016		
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Next Review Date	28 th January 2018		
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Policies to be read in conjunction: -

Agreed Procedures

- Where children are unwell and not fit to be in school, and where they are suffering from an infection, which may be passed to others, children should not attend school. They should remain at home where they can be cared for and looked after. In cases of vomiting or diarrhoea parents are requested to keep children at home until 48hrs after the last episode.

Short Term Prescribed Medication

- Medicines should only be brought to school when they are essential for the health of the child and non-administration would be detrimental to the health of the child.
- The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber
- Medicines will only be accepted in their original container as dispensed by a pharmacist with the prescriber's instructions for administration and the child's name and dosage recorded.
- The school will not make changes to the prescribed dose on parental or other instruction.
- Non-prescribed medicines containing analgesics will not be given even with consent except in the case of travel sickness tablets or menstrual pain. Cough sweets are not permitted in school.

Long Term Prescribed Medication

- Bitham Brook will arrange for staff to be provided with the necessary training to enable them to support children or to act in emergencies. Instances may include special personal care involving assistance with catheters, managing a diabetic condition, invasive medical procedures such as use of an epi-pen for extreme allergic reaction (anaphylactic shock) or inserting rectal diazepam for an epileptic seizure.
- Where more intimate procedures are being followed a second member of staff will be present and staff will use appropriate personal protection measures.
- Risk assessments will be carried out to consider the pupil's medical needs in certain situations: e.g. outdoor activities, external visits, residential visits.

Recording and Reporting

- Medicines will only be accepted for administration in school on completion of the standard Local Authority Permission Form giving specific written consent for the school to administer medicines
- A written record should be kept of the administration of all prescribed medication to pupils using standard LA forms and teachers should be made aware of any medication that is administered by other adults particularly

where staff changes during the course of the day are made. These forms will be passed on to new teachers at the end of the academic year.

- On residential visits the parents or carers of all pupils will be required to complete a standard form outlining any medicine needs and consenting to their administration.

Inclusion and Equal Opportunities

- Bitham Brook Primary School is committed to pursuing a policy of inclusive education. In other words, no child should unnecessarily be excluded from school or other educational activities simply by having a medical condition.
- Pupils with specific medical needs which may require support or treatment in an emergency or will have an Individual Health Care Plan to meet their needs after full discussion with the relevant Health Service.
- We aim to encourage the regular attendance of all pupils who have short or long term health or care needs so as to participate as fully as they can in school life.
- The LA takes vicarious liability for the actions of its staff provided those actions are taken in good faith and in accordance with LA policy and practices. Each individual employee is able to decide whether he/she is prepared to personally administer medication. No sanction will be taken against any employee who declines to undertake this task. It remains the final decision of the school management whether to allow a member of the school staff to administer medication prescribed by a GP to pupils. Where we choose to accept that responsibility we must carry out the duty with reasonable care adhering to the guidelines in this policy. Teachers and support staff have a responsibility to act as any reasonably prudent parent would to maintain the health and safety of pupils under their control, whether this be at school, indoors or outside on or off site.
- On visits the party leader or other designated person may agree to take the temporary responsibility for administering medicine following the procedures already outlined. Where a visit leader or other designated person is not prepared to take this responsibility, parents/carers should speak to the Headteacher to make alternative arrangements.

Health and Safety

- ***Under no circumstances should medicines be kept in classroom first aid boxes or lunch boxes .***
- Medicines should not be disposed of in the sink or toilet.
- Epi-pens, syringes and suppositories, should be placed in a sealed container and clearly labelled with the pupil's name for storage in the office. Expiry dates need to be on the box and regularly checked by the person responsible for administration.
- ***Medicines which need to be kept cold will be stored only in the staff room refrigerator which children should not have access to.***

Role of parents, carers and governors. Links to the community.

- ***Medicines must be delivered by an adult to the school office for safekeeping and never sent in lunch boxes.***
- Where possible Parents and Carers are requested to adjust the time schedule that medicines need to be taken to avoid the necessity for school time administration.
- Any medication should be collected from the school by parents.
- Asthma inhalers will be kept in classrooms but it is Parents and Carers responsibility to regularly check condition and expiry date of of inhalers. Inhalers will be sent home at the end of each half term for checking.