

Fen Ditton C. P. School

ADMINISTRATION OF MEDICINES IN SCHOOL POLICY

Policy Review Schedule	
Last Updated	Next Planned Review and Update
21.1.14	Jan 2017
Governor Signature:	

FEN DITTON PRIMARY SCHOOL

POLICY FOR ADMINISTRATION OF MEDICINES

This policy has been written in accordance with

MANAGING MEDICINES IN SCHOOLS AND EARLY YEARS SETTINGS :
March 2005: Reference: 1448-2005DCL-EN

1. Where possible, parents are asked to administer their child's medicines at home.
2. If the spacing of doses means that prescribed medication needs to be given during the school day and it is not possible to rearrange the timing of this, the child's parent will be asked to come into school to administer the medicine.
3. If the parent is unable to do this and asks the school to administer medicines, the following procedure will apply:
 - a) There must be written, signed authority and full instructions about giving the medicine from the parent including the actual dosage required. (APPENDIX A)
 - b) Medicines must be in their original labelled containers as supplied by the doctor or pharmacist. **The school will never accept medicines that have been taken out of the container as originally dispensed or make changes to dosages on parental instructions.**
 - c) The medicines will be retained in the cupboard or small fridge in the first aid room, out of reach of all children.
 - d) The child must be administered medication under supervision of two adults and the administration record completed (APPENDIX B). This form should remain in the administration of medicines folder in the medical room. Parental request forms will be returned to the office for filing in pupil files after the period of administration has ended.
4. The School will ensure that records are kept (and regularly updated) on specific long term illnesses of individual children (i.e. asthma, diabetes, allergies) and heed all advice provided by the child's medical practitioner or the school doctor.
5. **Non prescription medication.** Children are **not** allowed to self-administer any painkillers, such as Ibuprofen, aspirin or paracetamol. If a child suffers from headache or muscle pain, parents/cares are required to administer any pain relief that the child requires. This may involve the parent/carer coming into school to administer. Children should not self-administer cough sweets, syrup or throat lozenges in school unless these have been prescribed.
6. Class teachers of children at Key Stage 1 will store inhalers and volumisers, clearly labelled and accompanied by instructions for use, in a safe, convenient place in the classroom. KS1 Classes will be issued with an inhaler box.
7. Where inhalers have been prescribed to children at Key Stage 2 with asthma, Health Authorities recommend that the child keep these to use as and when they think necessary. They must be where the child can access them and teachers

know where they are. They must be named. KS2 Classes will be issued with an inhaler box.

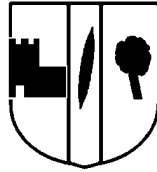
8. Parents are responsible for checking that inhalers are in date and not empty. The school will check at the start of every new term.
9. Where medicines cannot be administered by a parent or guardian and the medicine is:
 - a) considered dangerous
 - b) has to be administered with critical timing or dosage
 - c) needs technical or medical knowledge or expertise to administer, the Headteacher will exercise special caution before accepting responsibility for the medicine's administration.

In these situations, the Headteacher may refuse a request.

10. Anaphylaxis – EPIPEN: Each year the school produces a photographic register identifying children at risk from anaphylactic shock. These are displayed in the medical room and pupil kitchen area. . Appropriate risk assessment forms must be undertaken when any activity is undertaken which might involve access to identified allergic items. All staff receive annual EPIPEN training and a list is maintained by the Headteacher. EPIPENS are kept in the medical room cupboard.
11. Specially trained staff only must administer injections.

THE SCHOOL AIMS TO BE AS CO-OPERATIVE AS POSSIBLE IN THE ABOVE MATTERS, WHILST STILL PROTECTING ITS STAFF AND PUPILS.

APPENDIX A



Fen Ditton C. P. School

PARENTAL REQUEST FOR SCHOOL TO ADMINISTER PRESCRIBED MEDICATION

This form must be completed by parents/carers before any prescribed medicines can be administered by school staff.

Child's Name:	
Child's Class:	
Prescribed Medication:	
Dosage to be given:	
Time and frequency to be given:	
Date:	
Signed:	

Please note that only medication that has been prescribed and is in the original labeled packaging can be administered by school staff.

APPENDIX B

FEN DITTON PRIMARY SCHOOL
Administration of medication record

Staff Name (Printed) x2							
Staff Signature x 2							
Any Reactions?							
Dose Given							
Name of Medicine							
Time							
Child's Name							
Date							