



## **Administration of Medicines Policy**

*These procedures are based upon DfE Health and Safety Guidance “The Administration of Medicines in Educational Establishments and Supporting Pupils with Medical Conditions” published 2015 and revised April 2017.*

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions-3>

*The Governing Body have adopted the full Guidance Policy, which is available on request from the School Office.*

***Below is a summary of the main points.***

- There is no legal duty that requires school teaching staff to administer medicines.
- Children should not attend school if they are unwell. However, there are times when children will have either short term medical needs, for example needing to finish a course of antibiotics, or long term medical needs which need to be controlled through medication.
- Where a child has a long term medical need, an Individual Health Care Plan will be written by the SENDCo, together with the parents.

***The following guidelines address the procedures for managing medicines on a short term basis during the school day.***

### **Managing Medicines**

- Medication must be brought into school by the parent and handed directly to the office staff.
- Parents/Carers are required to complete a form detailing their written instruction and consent for medication to be administered to their child.
- Medicines should only be taken to school where it would be detrimental to a child's health if medication was not administered during the school day. **For medicines to be taken 3 times a day, these can be taken in the morning, after school pick up and at bedtime and do not need to be administered during school hours.**
- The school will **only** accept medicines that are in-date, labelled and provided in the original container, as dispensed by the Pharmacist and which include instructions for administration, dosage and storage or non-prescription drugs purchased if in the original packaging containing instructions and dosage.

- Staff will **not** give non-prescribed medicine to a child without parental written permission. School will **never** administer any non-prescription medicines containing aspirin. **Non-prescription medicines will only be administered by school on a case by case basis, involving specific prior written permission from the parents/carers.**
- Some medicines prescribed for children (eg methylphenidate, known as Ritalin) are controlled by the Misuse of Drugs Act. Members of staff are authorised to administer a controlled drug, in accordance with the prescriber's instructions. It is permissible for schools to store a controlled drug, which will be administered to the child for whom it has been prescribed.
- The member of staff administering the medicine will check:
  - ❖ The child's name
  - ❖ Prescribed dose
  - ❖ Expiry date
  - ❖ Written instructions provided by the prescriber on the label or container
- The school will refer to the DfE Health and Safety guidance documents when dealing with any other particular issues relating to the management of medicines and/or medical conditions.
- When a child is on a school trip the group leader is responsible for obtaining the administering the medication.
- The school will support children, wherever possible in participating in physical activities and extra-curricular sport. Any restriction on a child's ability to participate in PE should be recorded on their Individual Health Care Plan. The school will share medical information with external providers as necessary.
- Medicines will be administered by a member of the school staff and appropriate records kept.
- Medicines requiring refrigeration will be kept in the medical room fridge in a locked container. A list of medicines retained in school is kept in school office.
- Sharps boxes will always be used for the disposal of needles. Collection and disposal of the boxes is arranged with a medical waste contractor.

### **Record Keeping**

Overchurch Infant School will keep written records of all medicine administered to pupils which will be retained as per our Record Management Policy.