

**ST MARGARET MARY'S CATHOLIC INFANT SCHOOL**  
**POLICY FOR THE ADMINISTRATION OF MEDICINES**



**CHILDREN WITH MEDICAL NEEDS**

- Children with medical needs have the same rights of admission to school as other children. Most children will at some time have short term medical needs, e.g. completing a course of antibiotics. Others may have longer term medical needs e.g. children with epilepsy or cystic fibrosis.
- Children may need medicines in particular circumstances e.g. children with inhalers for asthma or children with severe allergies e.g. nut allergies who may need an adrenaline injection.
- Most children with medical needs are able to attend school regularly and can take part in normal activities.
- All children with medical needs will be identified on the medical register. Children with specific or more serious medical needs will be identified and information will be kept in class registers and clearly displayed in the main office and a written Medical Protocol agreed.

**SUPPORT FOR CHILDREN WITH MEDICAL NEEDS**

- Parents have the prime responsibility for their child's health and should provide school with information about their child's medical condition. Medical forms are sent home in order to update school records. The school nurse, doctor or health visitor may be able to provide additional information for staff.
- There is no legal duty for staff to administer medicines but all staff have a duty of care to children.
- All staff managing the administration of medicines and those who administer medicines will receive regular training and support from health professionals.

**SCHOOL POLICY**

- All children's inhalers and Asthma Management Plans are kept in the child's classroom in an easily accessible and clearly marked 'Asthma Box'.
- Children who are taking prescription medicines such as antibiotics should have these administered by a parent/ guardian unless permission has been agreed by the Headteacher/ Health & Safety Officer. Parents should administer doses of medicine in frequencies which enable them to be taken outside schools hours where ever possible.

Children with long term medical needs may have these medicines administered by a member of staff as identified on their written Medical Protocol.

Qualified First Aiders in school may administer medicines in their absence, if they have clear guidance and have had training in the administration. These members of staff are:

Nora Palmer

Katrina Jennings

Donna Cahill

Sandra Au

Janice Dooley

In their absence advice should be sought from the Headteacher, Learning Mentor or the SENCO.

- All medicines, apart from epi-pens and inhalers, should be kept in the main office.
- When children with long term medical needs such as diabetes attend a school trip one of the named First Aiders must attend, or the child's parent. No child will be excluded from a school visit due to medical problems.
- **All parents have a duty to inform school of their child's medical needs. Written permission must be given prior to any medicines being given to a child.** [see appendix]
- Children with medical complications or severe medical conditions must have a clear Medical Protocol including risk assessments written between the parent, Learning Mentor, School Nurse and the SENCO prior to any medicines being administered in school. Until such time parents will be expected to administer medicines themselves.
- In the unlikely case that all appointed members of staff are absent the parent will be informed and requested to administer medicines to their own child.
- Medicines should only be taken in school when essential and so children may not take non prescription medicines in school.
- All staff administering medicines will receive regular training.
- All medicines administered should be recorded; a written record must be kept.

## **GUIDANCE**

- **School should never accept medicines that have been taken out of the container as originally dispensed nor make changes to the dosage on parental instructions.** Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions.
- Staff administering medicines should do so in accordance with the prescriber's instructions and ensure that the medicine has been prescribed for the child in question.
- All controlled drugs must be kept locked in the main office in the medical storage and only named First Aiders can have access. A record must be kept for audit purpose.
- All unused medicines should be returned to the parent when no longer required or out of date.
- Using any medication for another child is an offence.
- Children under 16 must never be given aspirin containing medicine unless prescribed by a doctor.
- A written record must be kept each time medicines are administered in school. Staff should complete and sign a record sheet each time they give medicine to a child. Parents should sign the record to acknowledge entry.
- Children should know where their own medicines are stored and which member of staff has access to this and can support them. All emergency medication such as inhalers and epi-pens should be available to children at all times and must not be locked away.
- Staff should not dispose of medicines, this is the parent's responsibility. All medicines should be collected by parents at the end of each term.

## **EMERGENCY AID**

- As part of the risk assessment for each case staff and peers of the pupil should be aware of the arrangements in the protocol for dealing with emergencies.
- Staff should never take children to hospital in their own car; it is safer to call an ambulance.

## **CONFIDENTIALITY**

- All medical information must be treated with confidentiality. Generally all staff will need to be aware of the medical situation but this must be with the agreement of the parent.