

ADMINISTRATION OF MEDICINES POLICY

Signed by chair of governors: Mr J.D Rugg
Date ratified: (by full governing body) 05/02/2018
Date of review: February 2020

February 2018

'Learning and Growing Together'

'Dysgu a Thyfu Gyda'n Gifydd'.

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Ysgol Llanmiloe

Llanmiloe School

Administration of Medicines Policy

The school recognises that pupils may sometimes need to take medicine during the school day, however, where possible this should be avoided. The policy sets out the procedure for administering medicine so as to safeguard the health and safety of pupils and staff.

It should be noted that although staff have received training in the administration of medicine, to undertake the act is voluntary and they can refuse to take this responsibility.

NOTE: That the school will only be responsible for the administration of **PRESCRIBED** medication. It will not take responsibility of administering non-prescribed version of medicines such as Calpol, Neurofen, Piriton etc.

1. Medicines will only be administered in school as follows: -

- Parents should complete the attached form giving details of the medicine, instruction regarding administration and time of administration.
- Medicine must be in original packaging clearly marked with name of child.
- Medicine should be handed into the office on arrival at school. Pupils should not keep any medication in their bags or coats.
- Staff will ensure that the medication is stored out of reach of children (locked cabinet). In the case of there being an off-site visit, the class teacher will store the medicine in their hand luggage or First Aid bag for safekeeping.
- Pupils will come to the office/staffroom for medicine administration.
- If no instruction has been received from parents, every effort will be made to contact the parents; however, if staff are unable to make contact, the medicine will not be administered.
- Where possible, the medicine should be self-administered, under the supervision of an authorised adult.
- Where it is impractical for the child to self-administer the medicine, staff may administer the medicine having being given specific instructions, and witnessed by another member of staff.
- It is the responsibility of parents to ensure the medication date has not expired. If there is any doubt about any procedure staff should not administer, but seek advice from the Headteacher.
- If a child refuses the medication, they will not be forced; under no circumstances will we attempt to hide the medicine in food or drink.
- If any error occurs in taking the medicine, i.e. forgotten to take, spillage of medicine, staff will report to the Headteacher and parents will be informed.

2. In cases where the child's medical needs may be greater than those of their peers, the Headteacher may request that an individual Healthcare plan be prepared if applicable by the school Nurse. In such cases, consultations on the Plan will include the school, health service practitioners (i.e. school nurse) and the parents/guardians. This will also clarify the extent of responsibility taken by the school.

3 Where children are suffering from life threatening conditions, parents outline clearly in writing, what can be done in a particular emergency situation, with particular reference to what may be a risk to the child. The school will maintain a register of all such situations so that the First aiders can act accordingly.

4 Any child who has to receive ongoing medication should be discussed with the Headteacher to outline the provision required.

5 If pupils are transferring to an after-school provision (i.e. child-minder), it is the **PARENTS RESPONSIBILITY** to inform the provision of any medication that may need administering and whether the child is likely to have taken any during the school day. The school will not accept responsibility for communicating this information.

6 Medication should be collected at the end of the day.

STAFF

1. The Headteacher will ensure that staff have received the necessary training.

2. A Medication Administration file will include a register to be completed each time medication is given.

3. As part of their training, all staff will be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Headteacher and Governors of the school. However, ultimate responsibility remains with the parents/carers.

7 Monitoring and review

This policy will be reviewed every 2 years or sooner should it become necessary.

Signed:

Signed: J Phillips

Chair of Governors

Headteacher

Dated:

Administration of Medicines Form

Please complete this form if your child is required to take medicine during school time.

Pupil's details:

Name: _____ Class: _____

Condition or illness: _____

Medication: _____

Name/Type of Medicine (as described on the container)

How long will your child take this medication for: _____

Is your child able to administer this medicine independently: Yes _____ No _____

DIRECTION OF ADMINISTRATION:

Usage and Method: _____

Timing: _____

Special Precautions: _____

Side effects: _____

Signed (parent/guardian): _____

Confirmed/Signed (member of Staff): _____

Date: _____

UNTOWARD ISSUES WITH THE ADMINISTRATION OF MEDICINE:

Reported to Parent: YES/No

Signed: _____