



**FAIRCHILDES  
ACADEMY  
COMMUNITY  
TRUST**

## **FAIRCHILDES ACADEMY COMMUNITY TRUST ADMINISTRATION OF MEDICINES POLICY**

### **Introduction**

This policy is to be used to ensure the safe and responsible administration of medicines in schools where it is required to do so. The following guidelines have been carefully considered, taking into account contributions from members of staff responsible for monitoring medicines as well as senior leaders.

### **Managing medicines during the school day**

Prescription medicines should only be taken during the school day only when essential. They must be in the original container including the prescriber's instructions. Parents should be encouraged to look at dose frequencies and timing so that if possible medicines can be taken out of school hours. Medicines fall into two types: a) Prescription medicines and b) Non-prescription medicines

#### a) Prescription

- A member of staff may administer such a drug for whom it has been prescribed, according to the instructions.
- If agreed with the parents, the school may look after the drug on behalf of the child. When the school has agreed to look after medicine of behalf of a child, staff must record the name of child, name of medicine, dosage, written instructions for administration and an expiry date.
- An administration of medicine consent form must be completed and signed by the parent/carer. No medication will be given without written consent.
- The school will keep the drug safely with access only by staff and all medicines given will be logged on the medical consent form. Prescription drugs will be returned to the parents when no longer required.

#### b) Non-prescription

- Non-prescription medicines will not be given. In exceptional circumstances, non-prescription medicines may be given after consultation with parents and health professionals.

### **Managing medicines on trips and outings**

Risk assessments will identify whether medications will be needed to be taken on off-site visits and trips. This will be planned in conjunction with the child's health care plan. All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known, and copies of care plans (where they exist) will be taken by the responsible person.

On residential visits, all medicines which a child needs to take should be handed to the teacher in charge of the visit. The only exception are asthma inhalers, which should be kept by the child themselves. The parents will sign a consent form for any medicines which they need to take during the visit, plus consent of emergency treatment to be administered.

### **Administering Medicines**

Medicines will only be administered by members of staff who hold a relevant first aid certificate and have undertaken specific training if deemed appropriate. Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an epipen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so. A list of all staff trained in administration of medicines will be maintained by the school. The designated member of staff for medication in each school will maintain a record of staff trained in specialist medication for children with Health Care Plans. When a member of staff administers medicine, they will check the child's medication consent form against the medication, to ensure that the dose and timing are correct. They will then administer the medicine as required, and record this on the form. For long-term medication, staff should log any medicine administered (in particular inhalers for asthma) on the medicine log sheet located in each class' medical box.

### **Children's medical needs – parental responsibilities**

The school will liaise closely with parents and carers so that relevant information is shared. The school will seek parents' agreement about sharing information on their children's needs where information needs to be shared outside of school. On enrolment, parents provide the school with information about their child's medical needs. They should sign the appropriate agreement forms for the administration of medicines.

### **Parents' written agreement**

It is the responsibility of parents to ensure that medicines sent to school are 'in date'. All medicines should be collected by parents at the end of term. If new supplies are Needed, it is the responsibility of the parents to supply medication as required.

### **Supporting children with complex or long-term health needs**

The school will aim to minimise any disruption to the child's education as far as possible. The school will carry out a risk assessment and provide a care plan as necessary, with the agreement of parents, and advice from health professionals. The school will call on the Community Nursing Service to deliver advice and support and receive appropriate documented training on specific procedures.

### **Self management**

It is important that as children get older they should be encouraged to take responsibility and manage their own medication. This should be clearly set out in the child's health care plan in agreement with the parents, bearing in mind the safety of other pupils. Staff should be aware of the need for asthmatics to carry medication with them (or for staff to take appropriate action). Children should know where their medicines are stored.

### **Long Term Medical Needs**

It is important for the school to have sufficient information regarding the medical condition of any pupil with long term medical needs. The school will draw up a health care plan for such pupils, involving the parents and the relevant health professionals. Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an epipen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so.

### **Storing medicines**

The school will keep medicines in a secure place with access only by staff. This includes refrigeration where needed. Asthma pumps and epipens are kept in the child's class in a sealed and named container.

### **Refusing medication**

If a child refuses to take medication staff should not force them to do so, but note this in the records and inform parents of the refusal. If the refusal leads to a medical emergency, the school will call the emergency services and inform the parents.

### **Disposal of Medicines**

The designated member of staff for medical conditions will check all medicines kept in school each term to ensure that they have not exceeded their expiry date. Parents/carers will be notified of any that need to be replaced via text/weduc message.

Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

Date of review: January 2022

Policy approved by/on: Board of Trustees, 9<sup>th</sup> February, 2022

Date of next review: January 2024