

Kymbrook & Thurleigh Federation

# Medicines in School

Revised June 2017

Verity Slaughter-Penney  
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## KYMBROOK & THURLEIGH FEDERATION

### MEDICINES ADMINISTRATION POLICY

**Policy approved by Finance, General Purposes, Health and Safety Sub Committee**

**Policy to be approved September 2017**

#### **Introduction**

The administration of prescribed and essential non-prescribed medicines during the school day provides a valuable service to pupils avoiding any disruption to their education, particularly children with complex medical needs. This policy sets out the procedures the school will follow and will be provided to parents to ensure their understanding and cooperation with all aspects. Staff undertaking this role do so voluntarily and have to feel confident in their ability and the procedures.

Staff administering medicines may attend the training provided by the Bedford NHS PCT School Nursing service.

Pupils with complex medical needs will have individual health care plans created by the school and parents, with help from the school nurse.

#### **Training**

Staff will be made aware of the contents of the Bedford Borough Council 'Guidance on Managing Medicines in Schools and Early Years Settings – December 2013' and may refer to the DfES 'Supporting pupils with medical needs: A Good Practical Guide.

#### **Administration of Regular Medication**

All medicine administration requests must be made through the school office so that a single point of contact is aware of the medicines on site. However the child's teacher or Teaching Assistant shall then be responsible for administration of the medicine/s, together with suitable nominated persons should the class teacher or teaching assistant be unavailable.

#### **Parental Responsibility**

The parent is the primary carer and ultimately has responsibility for their child's health care. Parents must inform the school of any medical condition or disability that their child/ren may have, be the condition long or short term. Medication should only be taken to school by the parent when absolutely essential. Parents should be encouraged to request, where possible, that medication be prescribed in dose frequencies that enable it to be taken outside school hours.

**When a medicine needs to be administered during school hours the parent must: -**

- a) inform the school in writing of all medicines to be given at school, by completing a school medicine record (Appendix A) which includes an indemnity statement. If a pupil is to be given more than one medicine in school, a separate medicine record form should be completed for each.
- b) provide medicine to the school, in the original container from the chemist, delivered personally to the office and clearly labelled with:-
  1. Child's name.
  2. Name of medicine.
  3. Strength of medicine if appropriate.
  4. How much to be given (i.e. dose).
  5. When to be given.
  6. Expiry date.
- c) notify the school in writing of any changes in medicines.
- d) make suitable arrangements to replenish the supply of medicines if necessary.
- e) In the case of non-prescribed medications e.g. piriton the procedure is identical to prescribed medicines. Under NO circumstances must a parent allow a child to bring a medicine to school without the school's prior knowledge and a school medicine record and indemnity statement.

**Storage of Medicines**

Medicines should be stored in a safe secure place, preferably below 25°C. If it is necessary to store medicines in the fridge, this will be stated on the label. A domestic fridge can be used, but the medicine should be stored on a separate shelf or in a closed container (such as an empty plastic ice-cream box) that is clearly marked "Medicines". A minimum and maximum temperature gauge should be used to record the fridge temperature over a 24 hour period. The minimum and maximum temperature should be recorded to ensure that the fridge has remained within the required storage temperatures for medicines ideally between 2°C – 8°C.

**Medicines Requiring Instant Access**

Medicines such as inhalers that may require more immediate access shall be kept by class teachers and teaching assistants in the 'class medical bags'. Bags will be taken to the field for sporting activities to ensure that inhalers are available, medical bags will also be taken on school trips.

**Non Prescription Medicines**

Non Prescription medicines are to be treated in exactly the same way as prescription medicines e.g. piriton, calpol can now be given as long as a parent has completed a full medicines form and indemnity. Early Years guidance states that usually non-prescription medicines will not be given. Storage should be exactly the same as prescribed medicines according to the instructions on the medication provided.

**ON NO ACCOUNT SHOULD ASPIRIN OR PREPARATIONS CONTAINING IBRUPROFEN BE GIVEN TO PUPILS UNLESS PRESCRIBED BY A DOCTOR.**

Paracetamol will only be given to children with prior written permission from parents. It should NOT be given to children with known liver or kidney disease or after a recent head injury. Paracetamol may only be given for the relief of pain, headaches, painful menstruation, and sore throats. Prior to any medication being given a check should be made to ensure that the child has not taken any other medication earlier that day, including any medicine bought over the counter (e.g. Calpol, Lemsip). Always check and write down the time of the last dose of medication taken, what the medication was and the amount taken. Always check for any known allergies.

## Appendix I

### Dosage of Paracetamol

#### **One Dose Only Should Be Given.**

Type of Paracetamol – Soluble Paracetamol or normal Paracetamol.

Children aged 6 to 12 years:

250-500 mg per dose (this is for indicative purposes only)

#### **Medicines on School Trips.**

As in school time medicines can only be administered with prior written parental permission. It is therefore vital that medicine administration forms are filled out for ALL possible medication required and kept with the medical bag BEFORE any trip ensues.

#### **Transportation of Medicines.**

Medicines must **NOT** be transported to school in a child's possession under any circumstances. Young children cannot be expected to be responsible for their own medication. If a child using the bus is requiring medication during the school day this must initially be brought into school by the parent/carer of that child.

### **Administration**

The label on the medicine container should be checked against the school medicine record. Any discrepancy should be queried with the parent before administering a medicine. Parents should confirm any changes of dose and the reason for it in writing.

For liquid medicines make sure a 5 ml medicine spoon or an oral dose dispenser (for quantities less than 5 ml) together with instructions has been sent in by the parent:-

- a) Confirm the identity of the pupil.
- b) Check the school medicine record to see if the medicine is being given at the right time e.g. midday, before or after food etc, and has not already been given by another member of staff.
- c) Check the name of the medicine on the container against the name of the school record.
- d) Check the dose, e.g. 1 or 2 tablets, 5 or 10 mls, 1 or 2 puffs.
- e) Measure the dose, without handling the medicine. If it is a liquid, shake the bottle before measuring and pour away from the label. If it is a soluble or dispersible tablet, add to half a glass of water and wait for it to dissolve or disperse.
- f) Give the medicine to the pupil and watch him/her take it. Always give the pupil a glass of water to "wash" the medicine into the stomach.
- g) Wash the spoon or oral dose dispenser if used.
- h) Return the medicine and spoon etc to the appropriate storage area.

### **Recording**

All Early Years settings must keep written records signed off by the parent/carer of a child. Although there is no legal requirement for schools to keep a similar record it is very good practice to do so, records prove that procedure was followed.

A record should be kept of doses given on the school medicine record. The medicine record should be kept in a safe place, preferably with the medicine.

### **Disposal**

Medicines no longer required should not be allowed to accumulate. They should be returned to the parent in person for disposal. All medicines have an expiry date after which they should not be used.

Some medicines e.g. insulin, eye drops and eye ointments have to be discarded 4 weeks after opening (this information is stated on the pack). The date of opening must always be recorded on the container for these preparations.

**KYMBROOK LOWER SCHOOL – MEDICATIONS RECORD**

Child's Name \_\_\_\_\_

Class/tutor Group \_\_\_\_\_

Name of medicine \_\_\_\_\_

Strength of medicine if appropriate \_\_\_\_\_

How much to give (i.e.dose) \_\_\_\_\_

When to be given \_\_\_\_\_

Any other instructions (include details for inhalers if any) \_\_\_\_\_

Phone No. of parent or adult contact \_\_\_\_\_

*Tick appropriate box*

Medicine to be left at school

Medicine to be taken home each day  
e.g. antibiotics

In consideration for the Headteacher or the school staff agreeing to give medication to my/our above named child during school hours, I/we agree to indemnify the Headteacher, the school staff and the Local Education Authority against all claims. Costs, actions and demands whatsoever resulting from the administration of the medicine unless such claims, costs, actions or demands result out of the negligence of the Headteacher, the school staff or the Local Education Authority.

Parent/Carer'Signature. \_\_\_\_\_

If more than one medicine is to be given a separate form should be completed for each.

<b>Date</b>													
<b>Time Given</b>													
<b>Sign</b>													
<b>Sign</b>													

Date medicine returned to parent on completion of course of medicine. \_\_\_\_\_

**THURLEIGH LOWER SCHOOL - MEDICATIONS RECORD**

Child's Name \_\_\_\_\_

Class/tutor Group \_\_\_\_\_

Name of medicine \_\_\_\_\_

Strength of medicine if appropriate \_\_\_\_\_

How much to give (i.e.dose) \_\_\_\_\_

When to be given \_\_\_\_\_

Any other instructions (include details for inhalers if any) \_\_\_\_\_

Phone No. of parent or adult contact \_\_\_\_\_

*Tick appropriate box*

Medicine to be left at school

Medicine to be taken home each day  
e.g. antibiotics

In consideration for the Headteacher or the school staff agreeing to give medication to my/our above named child during school hours, I/we agree to indemnify the Headteacher, the school staff and the Local Education Authority against all claims. Costs, actions and demands whatsoever resulting from the administration of the medicine unless such claims, costs, actions or demands result out of the negligence of the Headteacher, the school staff or the Local Education Authority.

Parent/Carer's Signature. \_\_\_\_\_ If more than one medicine is to be given a separate form should be completed for each.

<b>Date</b>													
<b>Time Given</b>													
<b>Sign</b>													
<b>Sign</b>													

Date medicine returned to parent on completion of course of medicine. \_\_\_\_\_