

Policy for the Administration of Medicines

Introduction

- **THIS DOCUMENT IS** a statement of the policy for the administration of medicines at Bushy Hill Junior School.
- **IT WAS LAST REVIEWED** in Autumn 2016
- **THIS POLICY WILL BE REVIEWED EVERY TWO YEARS** in Autumn 2018

At Bushy Hill School, the welfare of the children is paramount. If children are well enough to be in school, but have been prescribed medicine by their GP, we will liaise with parents as to the best course of action for administering the medicine.

We do however acknowledge that under the standard terms and conditions for the employment of staff there is no legal duty for them to administer or to supervise a child taking medication. Administration of medicines by any member of school personnel is undertaken on a purely voluntary basis and individual decisions will be respected.

We ask parents to administer medicines out of school hours wherever possible.

Should it be detrimental to the child's health if the medicine were not administered during the school day we will encourage the parent to come to school to administer the medicine themselves. If this is not possible, we will administer prescription medicines during the school day provided the parent:

- reads a copy of this policy
- brings the medicine to school in person, along with spoon or syringe, discusses its use with the necessary staff member and collects it at the end of the day (unless it is to remain at school)
- completes a consent form detailing doses and times
- supplies the medicine in the original, labelled container it was dispensed in
- ensures the medicine is within its use by date
- collects any medication no longer required

We will also:

- Devise *Individual Medical Care Plans*, in consultation with parents, for managing long term medical needs.
- Ensure all staff have up to date training in administering Epipens.
- Ensure all staff involved in administering medicine are appropriately trained.
- Keep inhalers where they are readily accessible in a tray in the child's classroom.
- Supervise the self administration of inhalers.
- Store prescribed medicine in a cabinet or the fridge.
- Document all administration of medicine, with the exception of inhalers.

However, we will not:

- Administer any medication (prescribed or non-prescribed) unless a *Pupil Medication Request Form* has been filled in by parents
- Administer any medication (prescribed or non-prescribed) unless the appropriate measuring device has been given in along with the medicine ie. spoon or syringe
- Administer inhalers – these should be self administered by the children
- Children under the age of 16 will never be administered Aspirin
- We will not administer Ibuprofen or Paracetamol before 10.00am or after 2.00pm

Medication and Off Site Activities

- A member of staff will have responsibility for management of medication. This person must be given all the relevant information in writing by the parents (doses, times, possible adverse reactions to watch for etc)
- Adults will carry first aid kits for minor first aid incidents (e.g. plasters)
- Teachers will carry a bag with their group of pupils' inhalers so that the pupils can self-administer these under supervision when necessary.
- For residential visits, parents will be asked to give written consent for administration of a mild pain killer should it be required.
- All administration of medicine will be recorded

Should any child show signs of an adverse reaction after the administration of medicine, the parents will be contacted immediately, and if necessary, the child will be taken to hospital.