



Roman Road Primary School

Administering Medicine Policy

2018

Review May 2019

ROMAN ROAD PRIMARY SCHOOL

Policy for Managing Medicines in School & First Aid

Contents:

Introduction	[page 1]
Aims	[page 1]
1. Managing non prescription medicines	[page 2]
2. Managing prescription medicines	[page 2]
3. Administration of medicines	[page 3]
4. Administering medicines to children with SEN	[page 3]
5. Staff Training	[page 5]
6. Recording	[page 5]
7.First Aid Procedure for Accidents and Injuries	[page 6]



ROMAN ROAD PRIMARY SCHOOL

Policy for Managing Medicines in School & First Aid

INTRODUCTION:

It is important that the responsibility for pupils' medical safety is clearly defined and that each person involved with pupils with needs is aware of what is expected of them.

The policy is therefore designed to give clear guidance and procedures to staff and parents on how we manage medicines in our school.

Schools have no legal duty to administer medicines but there are occasions when the administration of medicines is necessary and close co-operation between schools, parents, health professionals and other agencies will help provide a suitably supportive environment for pupils with medical needs.

AIMS:

- To ensure that children are protected from unsafe practices in school
- To help parents and carers promote healthy choices
- To provide clear guidance to staff in supporting our children



ROMAN ROAD PRIMARY SCHOOL

Policy for Managing Medicines in School & First Aid

1. MANAGING NON PRESCRIPTION MEDICINE

We do not give non-prescription medicines to children.

Medicines should be given to children by the parent/carer before or after school or the parent may choose to come to the school to administer the medicine.

Sometimes, pupils ask for painkillers (analgesics) e.g. paracetamol, aspirin at school. We do not administer these to children under any circumstances.



1. MANAGING PRESCRIPTION MEDICINE

Prescription Medication will only be administered with the consent of a careplan.

ROMAN ROAD PRIMARY SCHOOL

Policy for Managing Medicines in School & First Aid

2. SELF ADMINISTRATION OF MEDICINES



Where parents/carers want their children to self-administer medicines as in the case of asthma, we:

- Require the parent/carer to complete a school Asthma card which gives consent. Pupils with care plans will be administered as directed.
- In the rare instances where pupils with diabetes mellitus or anaphylaxis (pupils at Roman Road have care plans for such medical conditions and if pupil need to administer it will be with supervision and support. The school will provide an appropriate location and ensure there are suitable arrangements for the disposal of any instruments.

4. ADMINISTERING MEDICINES TO CHILDREN WITH SEN

4:1 Administering Medicine

In the case of pupils with some types of special educational need, (A care plan will also be put in place) medicines should be received from and returned to a responsible adult. Where pupils require medicine daily on a long-term basis, arrangements will be made to keep a supply at the setting. In all circumstances, it is the responsibility of the parent to provide medicines, which are clearly labelled, in good condition, and in an appropriate form. It is their responsibility to provide the drug in its original container, labelled with the dose, the pupil's full name and date of birth and the expiry date of the medicine.

4:2 Ensuring that the correct dosage is given to the right child

This will involve an identified member of staff whose absence will be covered by back-up arrangements. Double dosing **must** be avoided. In many cases if the timing of the dose is important or if more than one dose is required during the school day, it is essential that this is recorded.

Calibrated medicine cups or spoons must be for liquid medicines and not household/school spoons.

3

ROMAN ROAD PRIMARY SCHOOL

Policy for Managing Medicines in School & First Aid

4:3 Receiving written instruction from the parent or carer, or making a written agreement giving details of the dose and when it is to be administered.

This is essential, and staff must be instructed to follow the written request (Care Plans/Asthma Card) at all times, and not to administer medication without it. Schools must advise parents to give written notice if the dosage or the drug changes or stops. Any equipment required for the medication should be labelled with the instruction for use.

4:4 Suitable storage arrangements

All medicines must be stored in a cabinet in Welfare room and children are **not allowed** in to the welfare room without adult supervision. Some medicines are best kept refrigerated and must be kept in a unit solely for the purpose of storing medicines. In these cases, they should be stored and clearly labelled in a sealable plastic container to which pupils do not have access.

Some medications will need to be readily available in an emergency so storage arrangements will be different. For example, asthma inhalers and Epipens are kept in **the welfare room and also in the child's classroom** in a high cupboard for as and when needed.. There is also an individual record book s in each plastic bag to record when a pupils has received medication along with their epipen/asthma pump. Care plans and Asthma list, medical list are displayed in all classrooms and the welfare room.

There is also a full first aid box allocated in each class room so as to ensure easy access for first aiders to deal with basic injuries.

The Epipen is also kept in the classroom for children that require it to allow easy access for trained staff. It is kept at hand for staff and out of the reach of children.

A record of usage is made in the welfare book.

4:4 Management of resources

All asthma/epipens are regularly checked and regulated every term, letters are also sent to parents/carers for updated information and if and when out of

date. All other medications is given back to parents to be discarded with this also applies to the asthma/epipens.

4

ROMAN ROAD PRIMARY SCHOOL

Policy for Managing Medicines in School & First Aid

5. TRAINING – ADMINISTERING APPROVED MEDICAL PROCEDURES



Only staffs that have been trained should carry out any medical procedures.

The Head teacher/SENCO will organise the training through the Nursing Service to prepare a care plan. The care plan only becomes effective when both parent and school sign it.

The SENCO will also alert the school nurse to child specific care plans that are due for termly review.

All Care plan Asthma, Allergy list are displayed around the school so all staff are aware of any medical conditions some pupils may have and so are able to support and assist them as part of our health and safety and duty of care.

N:B: Nursery children may be assisted to access their special medication in line with good early years practice.

6. RECORDING

After administering the medicine, staff must record it in the books provided in each wallet containing the medication..

First Aid Procedure for Accidents and Injuries

ALL INJURIES MUST BE REPORTED AND RECORDED in the Incident Reporting Book

Cuts and Scratches/ Minor Scratches

The child to be sent to nearest teaching assistant who will accompany him/her to the welfare room for treatment.

Care of wounds/sickness

ALWAYS WEAR GLOVES

Clean wound/graze/cut with water or antiseptic wipe.

Always apply plaster to cuts and grazes(to prevent infection) and or cold compress depending on injury.

Dispose of soiled gloves in specially provided bin marked SOILED DRESSINGS.

Procedure following injury

Always, fill in a medical slip provided with name of child, date/time, and name of first aider and details of injury.

If further treatment is required, parents/carers will be called.

Parents/carers will be informed of any injury by or telephone.

All incidents of sickness and injury must be recorded in Accident/ Incident /illness Reporting book and a copy sent home with the child.

An official accident form must be sent L.E.A for injuries of a semi/serious nature.

If you need any further help or advice, please see Miss Dodson.

**Review- May 2019
Approved by governors on:**

