

ALVERTON PRIMARY SCHOOL
Administration of Medication Procedures

These procedures, adapted for our setting, should be read alongside Alverton School's Supporting Pupils with Medical Needs Policy and TPAT's Health and Safety Policy.

**Managing Medicines
School**

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- No child will be given medication containing aspirin without a doctor's prescription.
- Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions.
- Medicines which do not meet these criteria will not be administered.
- A maximum of **four** weeks' supply of the medication may be provided to the school at one time.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary.
- Medications will be stored in the medicine cabinet or fridge.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- Emergency salbutamol inhaler kits may be kept voluntarily by school.
- Posters about medical conditions (diabetes, asthma, epilepsy etc.) are recommended to be visible in the staff room.
- Alverton School cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents.

Nursery

Staff working with children are not legally obliged to administer medication.

- Before administering medication to any child we will require acknowledgement on the Family app.
- This agreement (usually a Medication Form via Family) should include:
 - the child's name
 - the name of the medication
 - the required dose and agreed time of administration

- Clearly stated whether the medication is on-going or to be taken up until a particular date
- Possible side effects, and/or the information leaflet that is normally supplied by the manufacturer made available
- Medication is only accepted if it has been prescribed and is in its original labelled container.
- Where the medication is an adrenaline pen or inhaler (where there may be only occasional emergency use), it will have the expiry date of the medication recorded on the appropriate form.
- Parents must notify the nursery IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- Any change in the details listed above must be recorded on a new form with counter signature from the parent / carer.
- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form.
- If the child refuses to take the appropriate medication a note will be made on the form. Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response. This will be documented on the form.

Storage

All medication will:

- Be stored in accordance with the manufacturer's instructions on the container (e.g. cool dark place, refrigerated)
- Be stored in a closed box
- Be kept out of the reach of children
- Be in their original containers
- Have labels which are legible and in English
- Be clearly marked with child's name and date of birth
- Emergency medication, such as inhalers and Adrenaline (EpiPens), will be within easy reach of staff in case of an immediate need, but will remain out of children's reach
- Any 'stored' medication such as Nursery stock of Paracetamol or a child's inhaler, will be regularly checked to ensure the product is still within its expiry and therefore suitable for use.

This Review: November 2022

Next Review: July 2023