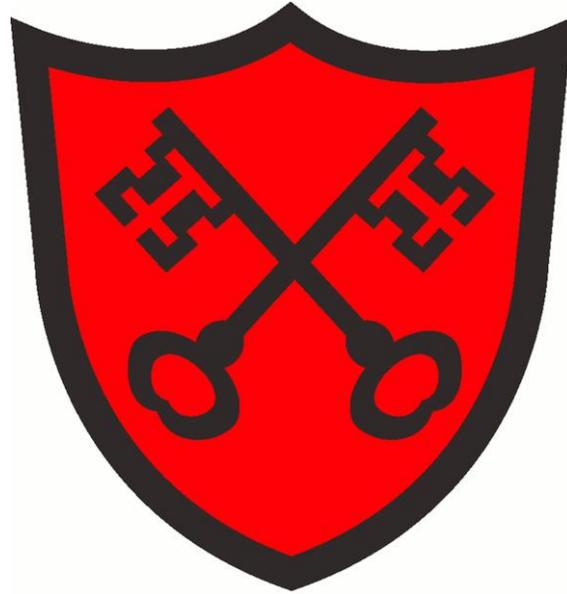


# **ST ALBAN'S CATHOLIC PRIMARY SCHOOL**



**Christ Be Our Light**

## **ADMINISTRATION OF MEDICINES**

**Autumn 2020**

**This Policy will be reviewed in Autumn 2021**

## **Introduction: Our Commitment**

All members of staff, teaching and non-teaching, should be aware of the school's policy and procedures regarding the administration of medicine.

This policy includes personal provision of medicines, medical treatment, health treatments of therapies.

This policy should be read in conjunction with the school's First Aid policy.

No member of staff will be asked to administer medicines unless s/he has received appropriate training.

All staff will be informed of the Administration of Medicines Policy and made aware of this policy as part of their induction.

## **Administration of Medicines**

**The only prescribed medicines that will be administered are those where clear written instructions are provided by the parent or carer in accordance with the 'Parental Consent Form' and 'Administration of Medicines Authorisation Form'.**

There are staff within the school who have received training that allows them to administer most frequently prescribed medicines. If a child has been prescribed a medicine for which no member of staff has received training to allow them to administer it, then parents will be asked to make alternative arrangements (see para 11 below).

A standard procedure will be followed when administering medicines:

- **Wear disposable gloves and a mask to administer (in light of COVID 19)**
- Refer to written instruction received
- Identify child's medicine and check labels
- Check prescribed dose
- Check expiry date of medicine
- Check frequency of medication
- Measure prescribed dose
- Administer dose
- Record the actions taken in the Administration of Medicines Book

If there is any uncertainty staff will not give the medicine and will immediately contact the parent or carer.

Parents or carers will be immediately informed if the child refuses to take prescribed medicines.

Children suffering from short-term ailments who are clearly unwell should not be in school.

Parents or carers should be asked to keep such children at home. If a child becomes sick whilst at school parents or carers will be contacted and asked to collect the child.

Some parents or carers may seek to send children to school with non-prescribed medicines, for example cough mixture. **In light of COVID 19, children should not be sent into school if they require non-prescribed medicines such as Calpol etc. to be in school.**

The school will, when it is reasonable to do so, make special arrangements for parents or carers, or their nominated representative, to administer medicines to a child in school. This will normally take place in the Temporary First Aid Room.

If the child experiences an adverse reaction following the administration of any medicines the emergency services immediately called and a first aider contacted. The parents or carers will be informed of the situation as soon as possible.

Any unused medicines at the end of a course of treatment must be returned to the parent or carer.

### **Storage of Medicines**

It is the Headteacher's responsibility to ensure medicines are stored safely.

Medicines must be kept in the container in which they are supplied, which must be clearly labelled with the name of the child and instructions for use.

Medicines must be stored in the First Aid room next to the Head's office, if refrigeration is required, in the fridge currently located in the staff room.

Details of children with medical conditions, including a copy of any relevant care plan, are kept in the child's file and all relevant staff are informed.

### **School Trips**

A risk assessment, to include administration of medicines, is undertaken for each trip in accordance with the school "Educational Visits Policy".

Every effort will be made to replicate the provisions of this policy for the administration of medicines for the child whilst they are on school trips.

Where this is not possible, for example the child is taking medicine which needs refrigeration but such refrigeration is not available, or a trained member of staff is not available, the child may not be able to participate in the trip.

## **Specific Medicines**

### **Peanut and other food allergy**

If a parent advises the school that their child has a peanut allergy all staff will be advised: an information sheet with that child's photo and relevant medical alerts will be posted in the staffroom, class red file and the small dinner hall kitchen.

First aid trained staff will receive further training, at least annually, on treatment and resuscitation procedures, including administration of adrenaline/Epipen.

The standing policy is that if a child with a known allergy suffers an adverse reaction the emergency services will be summoned and the child will be given adrenaline/Epipen in line with their care plan.

### **Inhalers for Asthma**

Each case should be discussed with the child's parents or carers.

The standing policy is that the child can self-administer an appropriate dosage. If this is not the case the parent or carer must complete a Parental Consent Form so staff are aware of appropriate administration regime.

### **Record Keeping**

The Administrations of Medicine Book is held in the First Aid Room.

A record of incidents requiring first aid is made in the First Aid book.

A record of non-prescription medication or treatment given at the request of a parent is made in the Administration of Medicines Book.

The Headteacher reviews the Administration of Medicine Book each term.

In accordance with Cambridge LA requirements a separate Accident Book is maintained and held in the school secretaries' office. Reports are submitted to the Health & Safety Executive in the LA as required.

### **COVID 19**

**In light of COVID 19, children should not be sent into school if they require non-prescribed medicines such as Calpol etc. to be in school.**

**If children have suspected COVID 19 symptoms their parents should keep them off school and seek a test immediately.**

**Further information is available in the Local Authority's 'Test and Trace guidance for school document' which will be sent out to all parents at the start of term.**