



Policy for the Administration of Medicines

Introduction

At Swimbridge Primary School, our policy on medicines is to provide for pupils in a variety of ways.

School Procedure

Illness during the school day: If a child becomes ill during a school day, their illness will be assessed and monitored by the class teacher. If no noticeable improvement is made, the school office is informed. The administrator will then try to contact the child's parents or other contacts. If successful, the child may be collected. If we are unable to contact anyone from the contact information, the child will remain in school.

Seriously unwell or injury: In a case of serious injuries parents/carers are notified immediately (if contactable) and any other relevant services contacted.

Parental Responsibilities

Parents at Swimbridge Primary School are informed of our school practice, concerning illness, that when a child becomes unwell they need to be collected as soon as possible. Therefore, parents are expected to provide their child's home telephone number, parents' work numbers and any other emergency contact such as those of relatives or childminders. These numbers are regularly updated.

In line with Devon County Council guidance;

"Parents are responsible for their child's medication.

"It is the responsibility of parents to inform the DCC establishment (the school) whenever a young person is receiving prescribed medication. This applies to medication prescribed on both a regular and intermittent basis."

Administration of Medicines:

Parental administration: Parents are responsible for the administration of their child's medicine.

However, if a pupil requires prescribed medication in the middle of the day, staff may administer medicines if they agree to do so. Such duties will always be carried out on a strictly voluntary basis and the relevant form should always be completed by the parent/carer.

Medicines should always be handed into the school administrator, who will then store them in the designated storage area in the school office. Medicines (except epipens) should never be kept in the classroom or with the child. It is the responsibility of the parent to regularly ensure their child's

medication is in date, and to replace such medication should this be required. The administration of any medicine should be recorded in the 'Administration of Medicines' book, which is kept in the school office. This will prevent any duplication of medication. Training in administering the medicine should always be given by the parent concerned before any administration takes place in school.

Self-administration:

In some cases, self-administration of medicines by pupils may be necessary or appropriate. Close liaison with parents is essential and written details provided should be very clear. These should state the child's name (also recorded on the medication itself), accurate dosage and the timing of the medicine. Storage requirements (e.g. refrigeration) should also be recorded. Such medicines will be kept securely in the school office. It is the child's responsibility to know when to take the medication and where to get it from.

Specific Medical Requirements:

Asthma is a physical condition that affects many children at Swimbridge Primary School. Pupils are encouraged to be responsible for their own inhalers. These drugs are self-administered by the child concerned.

Anaphylaxis or anaphylactic reactions:

Staff at Swimbridge Primary School are advised of pupils who suffer from severe allergic reactions. If a pupil appears to demonstrate symptoms like burning, irritation or itching in the lips, mouth or throat then emergency services are contacted immediately along with parents. The administration of appropriate medicines (prescribed by a doctor and stored in school) to a child suffering from anaphylactic shock will be given by school staff, who have been trained to do so. Where such medicines are brought into school they will be kept by the class teacher or in the office, as appropriate.

Administration of non-prescribed medicines:

The school may be prepared to administer non-prescription drugs, depending on staff and parental consent. In any case, pupils under the age of 16 will never be given medication containing aspirin unless it is prescribed by a doctor. Medication e.g. for pain relief will not be administered without first checking the maximum dosage and when the previous dose was taken. Written parental consent must be obtained in advance.

If non-prescription medication is administered by the school, specific members of staff should be authorised to issue medication (usually the school administrator or the headteacher), keeping a record of the pupil's name, time, date dose given and reason. Parents must be informed of any doses given.

In circumstances when a pupil suffers from headaches, menstrual pains or toothache, school administrator or the headteacher may be asked to provide a mild analgesic (e.g. paracetamol) to relieve the pain. Analgesics will only be given to pupils under the age of 16 when parents have given prior written permission. Medication will never be administered without first checking the maximum dosage and when the previous dose was taken. In these circumstances, specific members of staff (usually the school administrator or the headteacher) will be authorised to issue medication, keeping a record of the pupil's name, time, date, dose given and the reason. Parents will be informed of any doses given.

Other Specific Medical Conditions:

Through close liaison with parents, medical advisors and staff at Swimbridge Primary School, provision for other medical conditions can be established.

Policy amended September 2018, (replacing previous policy)

To be discussed at Governors' meeting: Autumn 2018

Review Spring 2020