



# THE MARIST CATHOLIC PRIMARY SCHOOL

*With God as our Guide we will value each other and work together to achieve our best*

## Administration of Medicines Policy

Policy compiled by:	Inclusion Leader
Responsible committee:	Resources
Approved by Governing Body:	November 2015
Review Date:	September 2016

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### Our Mission Statement

*The Marist School is a place of teaching and learning:*

- *Where we promote the Christian growth of children in a caring environment.*
- *Where everyone is valued not just for what they do or give, but for who they are; a traveller on the way to Christ.*
- *Where children are encouraged and stimulated to achieve their full potential spiritually, academically and socially; where talents and successes are shared and celebrated.*
- *Where all staff work and grow together as a team, giving of their best and supporting each other.*
- *Where all members of the community are made to feel welcome and encouraged to take an active part in the life of the school.*

**This policy should be read in conjunction with the School's Supporting Children with Medical Conditions Policy**

### Aims

- To ensure the appropriate and safe administration of medication to pupils while at school.
- To ensure the safe storage of all medication.
- To ensure that all medication administered is recorded correctly.

### Health Care Provision

The School's policy to ensure that at any one time there are at least 26 trained first aiders at The Marist, 14 Of whom have Paediatric first aid.

### Medication brought into School

- Medication should only be brought into school by children if absolutely necessary and in all cases the school office should be informed.
- All medication should be administered in the medical room during the school day.
- A parent or guardian should provide full written consent and details of any prescribed medication to be administered during the school day. This includes all regular and occasional medication.
- All medication should be supplied in its original packaging with the original pharmacy label and with full instructions included.
- Prescribed medication should only be given to the person for whom it has been prescribed.
- Any medication no longer required or out of date will be taken to a local pharmacy by the school office to be disposed of safely.

#### **Consent for the Administration of Medicines**

- Parents are required to complete a consent form annually for the administration of specific over the counter medicines during the school day.
- Medication can only be administered if consent has been obtained from a parent or carer.

#### **Storage of Medicines**

- All medicines are clearly marked and kept in a locked cupboard in the medical room. The key is held in the School Office.
- There is a domestic fridge with child proof lock is available in the medical room for any medication that needs to be stored in a refrigerator on a short term basis i.e. during the school day.
- Medication is checked monthly to ensure it has not exceeded its expiry date.

#### **Access to medication**

- All medication is stored in the medical room and is administered by an adult. Medication is always administered in the medical room and is never allowed to be taken away for later administration.
- All pupils with asthma should have their prescribed inhaler in class with them at all times. Families are asked to provide a spare inhaler which is kept in the medical room and will be stored in an unlocked clearly labelled container in case it is required in an emergency. These are prescribed medications and as such can only be administered to those for whom they have been prescribed.
- All pupils with severe allergies who are prescribed an EpiPen should have their EpiPen in class with them at all times plus a spare one kept either in the medical room and will be stored in an unlocked clearly labelled container in case it is required in an emergency. These are prescribed medications and as such can only be administered to those for whom they have been prescribed.
- Any person administering medication must read and sign this policy and individual medicine protocols before administering any medication.

#### **Administration of medicines on school trips**

- All relevant medication (including always inhalers and epipens must be taken on every educational visit with the child.
- For all residential school trips parents are asked to provide written consent for the administration of paracetamol by the trip leader or person in charge of first aid on the trip. Additionally, they are asked to give written consent for Ibuprofen and an oral antihistamine to be given by the trip leader/person in charge of first aid on the trip if necessary following consultation with the Parent.
- Staff taking responsibility for medication while on a school trip must ensure they are familiar with the side effects and contraindications of all drugs they are being asked to administer. Staff are not obliged to give medication and can refuse if for any reason they are not happy to do so.
- Any medication provided for a school trip must be kept by the trip leader or person in charge of the trip. It must be in the original packaging and be labelled clearly with the name of the student; dose and frequency of the medication. The student should then see the relevant person at the appropriate time for medication to be administered.

- Any medication administered must be documented on the relevant form and returned to the School Nurse on return.

### **Recording of medicine administration**

Any medication administered must be recorded in the treatment book and must include the following information

- Date and time given
- Name of pupil
- Name and strength of medication given
- The dose and route of administration
- The reason for its administration

### **Procedure for the administration of medicines**

Administration of medicines requires a meticulous and methodical approach to ensure they are given as per the instructions and no errors are made. When giving any preparation to a child whether oral, inhaled or topical, a number of checks must always be carried out:

1. Medication must only be given after other efforts to relieve symptoms have failed.
2. Parents must have signed the consent form to allow 'over the counter' remedies to be administered if necessary. This form is sent to parents at the beginning of each academic year. A separate consent form is signed for school trips.
3. Ensure the child has no allergies relevant to the medication to be administered.
4. Check that the child has not already had medication of any description including cold preparations prior to coming to school or earlier in the day. If in any doubt **DO NOT** give them anything and contact the parents.
5. Ensure all medication has not exceeded its expiry date.
6. Always read the instructions on the bottle/packaging before giving a child any medication. Ensure you are up to date with the normal recommended daily dose, contraindications and side effects of any drug to be administered.
7. Check all documentation (daily treatment book and child's individual notes) as to whether the child has had any medication earlier in the day and also ask the child. If in any doubt **DO NOT** give anything.
8. Make a clear and accurate record of the medication given as outlined below.
9. All medication to be administered in the medical room and is never to be given out to take at a later time.

### **Disposal of Medicines**

- Medication that has expired or no longer of use is returned to a local pharmacist for disposal.
- Parents will be informed prior to the expiry date of medicines to enable them to obtain additional supplies.

### **Review and Evaluation**

This policy will be monitored annually for effectiveness and updated in the light of experience.

Policy reviewed and updated: November 2015

Date of next review: September 2016

**A Rusbridge  
Inclusion Leader**