



New Forest Small School

Administration of Medicines Policy

Member of Staff Responsible	Headteacher
Regularity of Review	Annually

1. Rationale

New Forest Small School will undertake to ensure compliance with the relevant legislation and guidance in Health Guidance for Schools with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at New Forest Small School is held by the Designated Safeguarding Lead.

It is our policy to ensure that all medical information will be treated confidentially. All administration of medicines is arranged and managed in accordance with the Health Guidance for Schools document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

2. Practice

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - non-prescribed medicines
 - maintenance drugs
 - emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the above provisions are clear and shared with all who may require them

- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines.

3. Administration

The administration of medicines is the overall responsibility of the parents. The Student Services team are responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

3a. Routine Administration:

Prescribed medicines

- It is our policy to manage prescribed medicines (e.g. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents. Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

The school will accept prescribed medicines from parents only if they are in-date, labelled, provided in the original container as dispensed by a pharmacist, and include instructions for administration, dosage and storage. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

In the Early Years provision, prescription medicines will not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist.

The school will not manage prescribed medicines that are scheduled under the Misuse of Drugs Act. Children who require a controlled drug must be prescribed one that does not require administration during the school day.

Non-prescribed medicines

- The school will not take responsibility for the administration of non-prescribed medicines, (e.g. Calpol, cough mixtures, hayfever tablets, provided by the parents) as this responsibility rests with the parents. Exceptions can be made if such medicines are included within an Individual Healthcare Plan created in accordance with the school's Medical Conditions Policy.
- Children under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor and with written permission from parent/guardian.

Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (e.g. Insulin, Ritalin) as appropriate following consultation and agreement with, and written consent from the parents.

3b. Non-Routine Administration: Emergency medicine

It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example): asthma relievers or injections of adrenaline for acute allergic reactions.

In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted, also with written consent from parent/guardian.

4. Procedure for Administration:

When deciding upon the administration of medicine needs for children we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent and kept on file.

Individual health care plans will be completed for children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file with the medication in a locked cabinet in the medical room. In the case of Early Years provision, providers will also inform the child's parents each time a medicine is administered to a child.

If a child refuses to take medication the parents will be informed the earliest available opportunity.

4a. Parents Administering Medicines

It is not generally acceptable practice to require parents to attend school to administer medication or provide medical support to their child, or make them feel obliged to do so. If they choose to do so, the school will not complete the forms as they have not taken responsibility of the administration. If seen or witnessed, good practice would be to speak to the parent to make them aware of the school's Medical Conditions Policy.

4b. Self-Management of Medicines

Students will be supported and encouraged to take responsibility for managing their own medicines and relevant devices if they are competent to do so. Students may carry and self-administer emergency medicines and devices e.g. epipens and asthma reliever where appropriate, provided that their parent/guardian has previously completed the form 'Request for child to carry his/her own medicine' (Form 4 below).

If the school has a form from the parents stating that the young person is competent to administer their own medication then the school does not need to complete a record of administration each time the young person uses their inhaler.

5. Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

6. Medical Accommodation

The medical room will be used for medicine administration/treatment purposes.

7. Training

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional advice and guidance from a competent source will be sought before commitment to such administration is accepted.

First Aid certificates will be held by specified staff members who receive training and will also receive refresher training which will be scheduled annually or every three years depending on which applies to staff members.

8. Storage

The storage of medicines is the overall responsibility of the Designated Safeguarding Lead, who will ensure that arrangements are in place to store medicines safely.

If emergency medicines and devices such as asthma inhalers, blood glucose testing meters and epipens cannot be carried by the students themselves, e.g. in Early Years settings or where the students are not competent (or do not have parental permission) to manage their own medicines, they should always be readily available and not locked away. Students should know where their medicines are at all times and be able to access them immediately.

Medicines that require refrigeration will be kept in their own refrigerator with an uninterrupted power supply in a safe and secure location. Staff will be made aware that it is not acceptable to store medicine alongside food in any circumstances.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that any received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

Disposal

It is not the responsibility of the school to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required, including those which have date-expired, are returned to a pharmacy for safe disposal.

9. Monitoring

This policy will be monitored for effectiveness by the Designated Safeguarding Lead. It will normally be reviewed every two years, unless an incident occurs during the school year which requires this policy to be reviewed or amended earlier.

Form 1

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information:

- 1) The school telephone number OR your number if telephoning from a mobile while away from the school.

The school telephone number is: 023 8028 4415

- 2) Give your location as follows;

**The New Forest Small School
1 Southampton Road
Lyndhurst
Hampshire**

- 3) State that the postcode is: **SO43 7BU**

- 4) Give exact location of the incident in the school; (e.g. school building / outside area).

- 5) Give your name.

- 6) Give name of child and a brief description of child's symptoms.

- 7) Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the incident.

Parental agreement for The New Forest Small School to administer medicine

The school will not give your child medicine unless you complete and sign this form and the school has a policy that staff can administer medicine.

Name of school	The New Forest Small School		
Name of child			
Date of birth			
Medical condition or illness			
Medicine	Name/type of medicine <i>(as described on the container)</i>		
	Date dispensed		
	Expiry date		
	Dosage and method		
	Timing		
	Special precautions		
	Are there any side effects that the school needs to know about?		
Self administration (please circle as appropriate)	Yes	No	
Procedures to take in an emergency (please describe)			
Contact Details	Name	Address	Telephone number at which you can be contacted at all times
			Relationship to child

I understand that I must deliver the medicine personally to the head teacher.

I accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Signature(s): _____ / _____

Date: _____

Form 4

Request for child to carry his/her own medicine

This form must be completed by parents/guardian

If staff have any concerns they should discuss this request with healthcare professionals

Name of school	New Forest Small School
Child's name	
Home Address	
Name of medicine	
Procedures to be taken in an emergency	
Contact Information	
Name	
Daytime / mobile phone number	
Relationship to child	
I would like my son/daughter to keep his/her medicine on him/her for use as necessary.	
Signed	
Date	

If more than one medicine is to be given a separate form should be completed for each one.