

# Cunningham Hill Junior School Governing Body



Document:	Administration of medicines policy
Agreed by:	Governing Body
Date agreed:	September 2014
Signed:	<i>Wendy Cooper</i>
Date reviewed:	OCTOBER 2017
Signed:	<i>Robert Donald</i>
Next review date:	OCTOBER 2018

# Cunningham Hill Junior School



## Policy for Administration of Medicines

**In general, school staff cannot legally be required to administer medication or supervise a pupil taking it.**

**However, all staff in school have a duty to act as any reasonable prudent parent would, to make sure that pupils in their care are healthy and safe. This might extend to administering medicine or taking action in an emergency.**

### We will:

- Administer prescription medicines during the school day if absolutely necessary (i.e. In cases where it would be detrimental to the child's health if it were not administered during the school day)
- Require parents to complete a consent form detailing doses and times, which must be delivered to the office each morning. Medicines must be supplied in the original container they were dispensed in.
- Devise Individual Medical Care Plans with parents for managing long-term medical needs.
- Keep inhalers both in class with teacher and in the office so they are always accessible.
- Supervise the administration of inhalers.
- Store prescribed medication safely and away from children- in a locked drawer or staff fridge.
- Document administration.

Medications should be provided in the original container with the following, clearly shown on the label:

- Child's name, date of birth;
- Name and strength of medication;
- Dose;
- Expiry date whenever possible;
- Dispensing date.

### Training

All staff receive appropriate training and guidance from School Health for the administration of emergency medication, e.g. Epipen, inhalers etc.

### Health Plan

The school draw up a care plan in partnership with parents that is specific to the need of an individual child stipulating medication and emergency treatment procedures.

We will not:

- Administer non-prescription medication unless by prior arrangement and at the agreement and discretion of the Headteacher
- Administer inhalers- children are expected to self-administer with adult supervision.

### Return of Medication

Medication should be returned to parents whenever:

- The course of treatment is complete
- Labels become detached or unreadable (temporary labels will be attached to ensure return to the correct parent)
- Instructions are changed
- The expiry date has been reached
- The end of term arrives

It is made clear to parents that it is their responsibility to ensure that medications are updated when expiry dates are reached; the school can not be held responsible for out of date medication.

In exceptional circumstances e.g. when children have left school, medication will be taken to a community pharmacy for disposal. It will not be disposed of in the normal refuse, flushed, or washed away.

### Medication and Off-site Activities

- A named member of staff has responsibility for management of medication. This person must be given all the relevant information in writing by the parents.

September 2014