

OLD PARK PRIMARY SCHOOL AND NURSERY



**POLICY AND PROCEDURE FOR ADMINISTRATION
OF MEDICATION AND FIRST AID AT SCHOOL AND NURSERY**

Date of Policy: January 2023

Date of Review: January 2024

Introduction

There are an increasing number of children attending mainstream schools and nursery with medical conditions. Schools and Nurseries, acting in *loco parentis*, have a duty to take reasonable care of children which includes the possibility of having to administer medicines and/or prescribed drugs. This may be required by pupils for regular medication or those requiring occasional dispensing of medicines. The school and Nursery will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

Management and Organisation

When medicines are to be administered in school/nursery it is essential that safe procedures are established which are acceptable to appropriate staff involved. It is essential that clear written instructions are supplied by parents when requesting that medication be administered to their child. Parents should always complete a medication form available from the office giving the child's name and class, clear instructions on the dose to be administered to the child, the time to be given and for what period. Medication **must** be in its original packaging including the prescriber's instructions. Only the prescribed/recommended dose will be administered, this cannot be changed unless written instructions are given from a medical professional. The form should be signed by the parent or guardian and retained in the office for reference by staff involved.

In cases where the child's medical needs may be greater than those of their peers, the Headteacher may request that an individual Healthcare Plan be prepared if applicable by the school nurse. In such cases, consultations on the Plan will include the school, nursery, health service practitioners (i.e. school nurse) and the parents/guardians. This will also clarify the extent of responsibility taken by the school/nursery.

The Headteacher will be responsible for managing the administration of medicines and drugs with the agreement of named members of staff. Staff should be able to act safely and promptly in an emergency, as well as with the routine administration of medicines. Members of staff will be asked to volunteer to be involved in the administration of medication. Only those members of staff who have current First Aid qualifications will be required to act in an emergency. Other members of staff who are willing to dispense medicines to pupils i.e. Teaching Assistants, Class Teacher, Office staff, should be advised of the correct procedure for each pupil by Miss Ryder, Mrs Machin or the Headteacher, who can if needed liaise with Parents / Carers. It is the responsibility of the Headteacher to ensure that new members of staff receive appropriate training.

Parents and staff should be kept informed of the school/nursery arrangements for the administration of medicines and drugs and will be informed of any changes in these procedures. A record should be kept of all the medicines and drugs administered by the members of staff responsible i.e. in the child's medication book in the First Aid Room's. All medication administered must be recorded and witnessed by members of staff.

Advice on medication

Children recovering from a short-term illness/infection who are clearly unwell should not be in school/nursery and the Headteacher can request that parents or carers keep the pupil at home if necessary.

If the parent or carer requests that the school/nursery administer medication (prescribed and non-prescribed), the Headteacher will allow this on the condition that the school/ nursery Permission to Dispense Medication form is completed and signed by the parent. If the instructions have not been given in writing, it will not be possible for the school/nursery to accept responsibility for administering the medication. In exceptional circumstances a telephone call may be made to the parent / carer to obtain verbal consent. A record will be kept in the medicine record book.

In the case of chronic illness or disability, i.e. asthma, diabetes, syndromes such as ADHD etc. pupils may need to take prescribed drugs or medicines on a regular basis during school/nursery hours to lead a normal life within a mainstream school/nursery setting. In exceptional circumstances trained members of staff may administer drugs by injection. This will only be done on the advice of a medical professional.

School and Nursery Trips

It is the part of the Inclusion Policy of the school/nursery that all pupils should be encouraged to take part in school/nursery trips wherever safety permits. It may be that the school/nursery would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of any medical needs of such pupils and of the relevant emergency procedures. An additional adult (or the particular parent) may need to accompany visits where a difficult situation might arise.

Taking Medication on School/Nursery Trips

It may be necessary to take medication for pupils on a school/nursery trip, i.e. Epipen, Inhalers or Epilepsy emergency medication. It may also be necessary to take copies of any relevant care plans in case of emergency. Emergency medication **must** be taken on all trips, even where a trained member of staff is not present. In this case medication should be given to the paramedics to administer when necessary.

Inhalers for Asthma

The Headteacher has agreed that when appropriate, pupils in Key Stage 2 should assume responsibility for their own inhalers. Spare, individually named inhalers can be kept in the classroom but parents should complete the school's/nursery's Permission to Dispense form. **It is the responsibility of the parent to ensure that the inhalers are renewed and that the medication has not exceeded its expiry date. All inhalers should be collected at the end of the school year.**

In the case of pupils in Early Years and Key Stage 1 the school/nursery can supervise the child using the inhaler. The inhaler should be given to the class teacher to be kept in the classroom and written instructions given. As before, all inhalers should be regularly renewed and collected at the end of the school year.

Antibiotics

Pupils who are prescribed antibiotics can often recover very quickly and may well be fit enough to return to school/nursery, but it may also be essential that the full course of medication should be completed. In this case, the Headteacher is willing for staff to administer the antibiotics supplied by the parent or carer. A Permission to Dispense form should always be completed giving full instructions for administration of the medicine.

It is the responsibility of the parent to ensure that the medication is collected each day and is not out of date.

Diabetes

The school/nursery will monitor pupils with Diabetes in accordance with their care plan. Blood sugar results will be recorded daily and noted accordingly. Pupils with diabetes **must not** be left unattended if feeling unwell, or sent to the office unaccompanied. Sharps boxes should always be used for the disposal of needles. Sharp boxes can be obtained by parents / carers from the child's GP or Paediatrician and returned to the parents/carers when full for replacement.

Maintenance Drugs

A child may be on daily medication for a medical condition that requires a dose during the School/nursery day. As with all other medicines a form should be completed giving clear instructions to staff at the school/nursery. A record of all doses administered will be kept.

Unusual Medications

In the case of unusual prescribed medicine, this will be at the discretion of the Headteacher and Governors. In all cases, proper training will be provided by the Child Health service and parents will need to complete a Medication form accepting responsibility.

In cases of eczema or skin conditions it will be expected that the child will be able to use the cream/lotion on their own.

Nut Allergies/Anaphylaxis Procedures

Medication for the treatment of nut allergies will be kept in easily identifiable containers in the individual classrooms. Each container should be clearly labelled with the child's name and class.

Sickness and Diarrhoea

In line with guidance from the Health Protection Agency on controlling infection, we ask that pupils do not attend school or nursery till 48 hours have elapsed from last episode of Vomiting and diarrhoea. If your child has only vomited once they are able to return after 24 hours.

Emergency Procedures

In the case of emergency, the school/nursery will call an ambulance and contact the parents. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. Under normal circumstances staff should not take children to hospital in their own cars - it is safer to call an ambulance. A member of staff should always accompany a child taken to hospital by

ambulance and should stay until the parent/carer arrives. In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Headteacher and Governors of the school. However, ultimate responsibility remains with the parents/carers.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

Storage of Medication

All medication must be stored in the designated medication areas i.e. the secure medication draws in the First Aid Room or the First Aid fridge (depending on prescriber's instructions.) The key to the medication draws and First Aid fridge will be kept in the wall cabinet in the First Aid room.

Epipens and Inhalers should be readily available in their classrooms in accordance with the recommendation of their care plan.

Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to a Pharmacy for safe disposal.

Summary of Procedure to Dispense Medication

- Permission to dispense medication form **must** be completed by the parent / carer.
- Medicine must be in original packaging clearly marked with name of child, class and dose to be administered.
- Recommended / prescribed dose will **not** be exceeded without written permission from a medical professional.
- All medication given must be recorded and witnessed in Medication Record book.
- It will be the parent / carers responsibility to collect medication at the end of each School/nurse day where necessary.
- Medication being taken out of school/nurse on trips or visits must be logged in and out with the school/nurse office and be the responsibility of a member of staff at all times.

First Aid

Parents will be informed of any serious accident or injuries involving their child and advised to seek medical advice where appropriate.