

Our Lady and St Joseph Brooms Catholic Primary School



POLICY FOR ADMINISTRATION OF MEDICATION TREATMENT

INTRODUCTION

This policy is in accordance with the LA guidelines for procedures to be followed in connection with the administration of medication and treatment.

AIMS

1. To ensure that pupils and employees health and safety are safeguarded.
2. To ensure that adequate and appropriate procedures re: administration and storage of medication are observed.
3. To ensure that all staff understand and implement the policy and are aware of their responsibilities.
4. To ensure that parents/carers/pupils and staff are informed, supported and accommodated in the administration of medication.
5. To ensure that suitable training is provided where appropriate.

NB: It must be noted that the administration of medication is not a normal occupational duty of staff and this should only be undertaken by special agreement.

Medication may be administered in school if;

- i. It is essential in the opinion of the registered practitioner for the pupil to receive medical treatment during school hours for the pupil to remain in school.
- ii. Treatment has been prescribed by a medical practitioner.
- iii. The necessary written authorisation has been received from the pupil's parents/carers.

However, it is preferable for medication to be administered at home but where for example medicines are prescribed to be taken 4 or more time per day they may be administered in school on receipt of written authorisation.

Guidelines for the Administration of Prescribed Medication

- i. Written authorisation must be received from the parents/guardians (See Appendix A). This written authorisation shall be kept in the Medication Record File to be stored in the School Office.
- ii. All such medicines shall be brought to the school office or nominated representative by parent/carer and the following should be checked:
 - security of the container
 - labelling to verify the pupils, name, dosage, frequency, duration, date prescribed and expire date
 - where applicable measuring devices should be supplied
- iii. All doses administered shall be recorded on the appropriate form to include.
 - Date of administration
 - Name of medicine
 - Time of Administration
 - Dosage
 - Name of person administering the medicine

Asthmatic Pupils

Parents will be required to complete a written authorisation and supply details of type of medication predicted/expected dosage and use. Most pupils are able to take responsibility for self-administration.

Inhalers are retained in the Medical Room (for young age groups) but older children Y3 upward keep them in their classroom, so that they are readily available and each child can learn to manage and control the condition

On completion of the medical treatment, any unused medication must be collected personally by parents/carers and appropriate entry made on the Medication record. Where parents/carers are unable to collect the Medication, they will be returned to the Dispensing chemist.

All arrangements and authorisations will expire at the end of each academic year.

Administration of Non-Prescribed Medicines and Treatments by Parents/Carers

The administration of such medication by staff is not authorised by the employing authority and should not be undertaken.

Parents/Carers shall be notified of the procedures on entry of their child to school on request.

Reminders should be included in the weekly newsletter at least once per year.

Appropriate authorisation forms will be supplied to parents/carers on request and must be returned to school before treatment is administered. (However, a signed

letter from the parent/carer giving all the necessary details will be acceptable in the first instance in exceptional circumstances).

Appointed staff members who are First Aid/Paediatric First Aid trained will only administer medication.