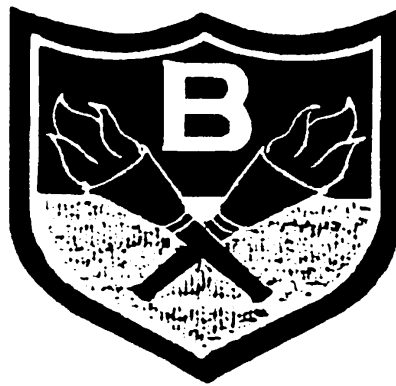


# Beaconsfield Primary School



## Medicine in School Policy and Procedures

December 2011

# Medicines in School Policy

## 1. The Legal and Contractual Position

The administration of medicines is primarily the responsibility of parents and carers. Consequently where possible medicine should be given to children before or after school.

Head teachers and teachers may volunteer to undertake procedures to assist students to administer medicine if they wish. However they cannot be required to do so.

Ealing Local Authority (LA) has insurance in place that provides an indemnity in respect of legal liability arising from the actions of its employees provided that procedures are followed in good faith.

## 2. Administering medicines in school

(a) Prescription medicines should be received from and returned to a **responsible adult only (not an older sibling)**

(b) Labelled medicine should normally be received and returned daily

(c) Pupils requiring medicine daily on a long-term basis would make arrangements with the school in regards to (a) and (b) above (e.g diabetics who would have care plan in place)

(d) It is the responsibility of the parent to provide medicine, which is

- (i) clearly labelled in its original container
- (ii) clearly labelled with the child name (ie. prescriptions only)
- (iii) clearly labelled with the child's date of birth
- (iv) clearly labelled with the dose

(e) Written instructions should be received from the parent or carer and medicine **should not** be administered without these.

(f) Any medicine that is to be administered on a ad-hoc basis must be recorded on the "Medicine Permission List"

## 3. Storage arrangements

Medicines should be stored in a secure location (HT Office). Medicines that require refrigeration should be stored, clearly labelled in a sealable plastic container in the medical room refrigerator.

At school all pupil medicines are stored in the head teacher's office and those requiring refrigeration are in the medical room fridge.

## **4. Ensuring the correct dosage is given to the right child**

The identified member of staff (usually the HT) who will administer medicines will also be responsible for ensuring that all doses are recorded on the permission list. This list will record the name of the child, the date when administered, the time when administered, the name of the medicine, the dosage given and they will record their signature.

## **5. Asthma Inhalers**

Where parents or carers inform the school of the use of asthma inhalers, spacers and nebulisers to be available to pupils, the procedures in 2 will be followed. However, the inhaler will be kept with the child in class or in their bag.

Inhalers should always be self-administered by all pupils. (Younger children may be given support to hold inhalers where necessary by the identified member of staff, but the administration must be completed by the pupil)

Pupils should have immediate access to inhalers. Although inhalers may be misused, the risks associated with delay in access are much greater than those of misuse by pupils. For this reason older students should keep their own inhaler with them and for younger children it would be appropriate for inhalers to be given to the class teacher.

If pupils are having trouble in managing their inhalers their parents and the school nurse should be informed so that they can take action to train the child in the correct use of an inhaler.

## **6 Other medical procedures**

From time to time other medical procedures may be required to be carried out for pupils who have complex medical needs e.g insulin injecting diabetics, those requiring epi-pens etc. Teaching and non-teaching staff may volunteer to undertake these medical procedures. Appropriate training will need to be given to these staff who volunteer to undertake this task.

## **7. Emergencies**

All staff should know how to call the emergency services (999) and know who is responsible for carrying out first-aid and administering of medication in the school. A pupil who is required to be taken to hospital by ambulance should always be accompanied by their parent or a member of staff who should remain until the parents/ carers arrive.