

St. John the Evangelist Catholic Academy

EYFS



Policy on Administration of Medicines

Date of review: July 2019

This policy sets out the management of supporting pupils medical needs and administration of medicines in the school, including responsibilities, training and records.

1. POLICY STATEMENT

a. The 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 prescribed medicines and maintenance drugs and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

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

c. It is the policy of the school not to take responsibility for the administration of non-prescribed medicines, (eg. Calpol or cough mixtures provided by parents) as this responsibility rests with the parents.

* Within the EYFS, staff will administer medicines (prescribed and non-prescribed) to a child when necessary.

2. THE LAW

a. As legislation is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded. For an up to date list of legislation applying to schools, please refer to the GovernorNet website www.governornet.co.uk and the Health and Safety Executive website www.hse.gov.uk.

3. MANAGEMENT

a. Responsibility for ensuring that children are supported with their medical needs together with all administration of medicines in the school is held by the Headteacher who will ensure that:

i. Principles for safe practice are established and followed in the management and administration of:

1. Prescribed medicines.

2. Maintenance medicines.

3. Emergency medicines.

ii. Clear guidance is given to all staff on the administration of medicines.

iii. There are sufficient numbers of appropriately trained staff to manage and administer medicines.

- iv. There are suitable and sufficient facilities and equipment available to aid the safe management, storage and administration of medicines.
- v. The above provisions are clear and shared with all who may require them.

4. PARENTAL RESPONSIBILITY

- a. The administration of medicines to any pupil is the overall responsibility of the parents/guardians of that pupil.

5. ADMINISTERING OF PRESCRIBED MEDICINES AND RECORDS

- a. When deciding upon the administration of prescribed medicines (e.g. antibiotics, inhalers), maintenance and emergency medicine needs for pupils the school will discuss and agree the requirements with the parents and make reasonable decisions about the level of care required.

b. Any pupil required to have prescribed medicines is to have an Administration Of Prescribed Medicines & Treatment Consent Form (Appendix 1) signed by the parent and a Record Of Prescribed Medicines Given To A Pupil Form (Appendix 2) will be completed each time the medicine is administered. These will be kept on file in the Office.

c. In addition, for pupils requiring prescribed maintenance medicines (e.g.insulin), a Health Care Plan (Appendix 1 reverse page)/risk assessment will be completed for the child concerned. These are to be reviewed with the parents at the beginning of each term to ensure continuing suitability.

d. In addition, for emergency medicines, for example:

- i. Injections of adrenaline for acute allergic reactions.
- ii. Rectal diazepam for major fits.
- iii. Injections of Glucagon for diabetic hypoglycaemia.

professional training and guidance of school staff from a competent source will be undertaken before commitment to such administration is accepted.

e. Prescribed medicines must be administered strictly in accordance with the prescriber's instructions. The medical room will be used for medicine administration and treatment purposes.

f. If a child refuses to take prescribed medication the Headteacher is to be informed and parents are to be informed at the earliest opportunity.

The Record Of Prescribed Medicines Given To A Pupil Form is to be noted accordingly.

* Should a child in the EYFS require the administration of medicine (prescribed / non-prescribed), the following procedures will take place:

- Children taking prescribed/non-prescribed medication must be well enough to attend the EYFS.
- Children's prescribed/non-prescribed medicines are stored in their original containers, are in date, clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication will be given without these details being provided.
 - Full name of child
 - Date of birth of child
 - Name of medication (and strength when applicable)
 - Who prescribed it
 - Dosage to be given
 - How the medication should be stored
 - Expiry date
 - Any possible side effects that may be expected
 - Signature of the parent, their printed name and the date
- At the end of the session, parents are shown the record and asked to sign to acknowledge the administration of the medicine.

6. EMERGENCY SERVICES

- a. When a medical condition causes a pupil to become ill and/or requires emergency administration of prescribed medicines, an ambulance is to be called and the parents notified. A member of staff is to remain with the pupil at all times.
- b. The procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.
- c. In the event that parents can not be contacted and a message has been left, the school will continue to attempt to make contact with the parents every hour. In the interim a qualified first aider or another member of staff will remain with the child until the parents can be contacted and arrive.
- d. In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider or another member of staff will:
 - i. Accompany the child to hospital.
 - ii. Take copies to the hospital of the pupil's
 1. Data Form.
 - Supporting Pupils' Medical Needs and Administration of Medicines Policy
 2. Administration of Medicines & Treatment Consent Form/Health Care Plan.
 3. Record of Prescribed Medicines Given To A Pupil Form.

- iii. Remain with the child until the parents can be contacted and arrive at the hospital.
- e. In addition to the administration of treatment records, any medical condition requiring external or hospital treatment are to be recorded in accordance with the School's Health and Safety Policy.

8. TRAINING

- a. Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted. Refresher training is to be scheduled at appropriate intervals.
- b. All such training will be recorded on the Administration of Medicines Training Attendance Record maintained by the Admin Officer.

9. STORAGE AND DISPOSAL OF PRESCRIBED MEDICINES

- a. The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.
- b. It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine, the frequency and method of administration, any potential side effects and expiry date.
- c. Prescribed medicines, clearly marked with the pupil's name, are to be kept in the Office out of reach of pupils.
- d. All prescribed medicines requiring cool storage are to be kept in the appropriate refrigerator.
- e. It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.
- f. It is the responsibility of the parents to ensure that all medicines no longer required including those which are date-expired are returned to a pharmacy for safe disposal.
- g. At the end of each term all remaining prescribed medicines held for pupils, whether or not in date, are to be returned to the pupils' parents.
- h. 'Sharps boxes' are always be used for the disposal of needles. Collection and proper disposal of the boxes will be arranged by the school as appropriate.

10 Managing medicines on trips/outings

a. If children are going on an outing, staff accompanying the children must include the key person/teacher for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.

b. Medication for a child is taken in a sealed plastic box, clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form (also applicable if a child has to attend hospital).

c. On returning to the setting, parents will be asked to sign the consent form.

d. Appendix 1

ADMINISTRATION OF PRESCRIBED MEDICINES & TREATMENT CONSENT FORM

Pupil's name:	
Pupil's address:	
Pupil's Date of birth:	
Parents' Home Tel. No.	
Parents' Work Tel. No.	
Parents' Mobile Tel. No.	
Name of Pupil's GP	
GP's Tel. No.	
Please sign as appropriate:	
My child will be responsible for the self administration of medicines as directed below	
I agree to members of staff administering medicines/providing treatment to my child as directed below or, in the case of emergency, as staff may consider necessary	
I recognise that school staff are not medically trained	
Signature or parent or carer	
Date of Signature	
Name of Medicine Required Dose Frequency Course Finish Date Medicine Expiry Date	
Special Instructions	
Allergies	
Other Prescribed Medicines	

SEE OVERLEAF FOR HEALTH CARE PLAN

HEALTH CARE PLAN

Required for administration of maintenance drugs (e.g. insulin) or emergency drugs (e.g. injections of adrenaline for acute allergic reactions; rectal diazepam for major fits; injections of glucagon for diabetic hypoglycaemia)

Medical Diagnosis or Condition	
Date Condition Diagnosed	
Medical Review Date	
Clinic/Hospital Name and Contact Person	
Telephone No	
Details of pupil's symptoms and description of medical needs	
Daily care requirements e.g. before sport, at lunchtime	
Description of what constitutes and emergency for the pupil and action to be taken if this occurs	
Follow up care	
Member(s) of staff trained to administer drugs	

RECORD OF PRESCRIBED MEDICINES GIVEN TO PUPILS WITHIN THE SCHOOL DAY

	Pupil's Name	Date of Birth	Type of Medicine	Date/Time medicine Given	Dose Given	Name of person responsible for administering medicine	Consent form/ Health Care Plan completed
1							
2							
3							
4							
5							
6							
7							
8							
9							

10							