

# Maidwell Primary School

Draughton Road  
Maidwell  
Northamptonshire  
NN6 9JF

## Administering Medication Policy

History	Details
November 2017	New Policy
November 2019	4: Clarification regarding parental involvement in administering medicines during school day 12.2: Asthma procedure paragraph updated to reflect school practice Appendix 1: New version of form inserted Appendix 2: Copy of form inserted
November 2021	Re-ratification: No amendments

The Governing Body of Maidwell Primary School have formally adopted this policy. The Headteacher and the Governing Body will review it every two years from the date below.

Last Review

November 2021

Next Review

November 2023

GB Approval  
Date

Signature  
Chair of Governors

## **Administering Medication Policy**

### **1. Scope of Policy**

This Policy includes the Early Years Foundation Stage, pupils in Key Stage 1 and 2, Breakfast Club and After School Clubs

### **2. Statement of Intent**

The staff and governors of Maidwell Primary School believe that we should provide a caring, positive, safe and stimulating environment, which promotes the intellectual, social, physical, and moral development of the individual child.

### **3. Policy Statement**

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance. Parents should not send a child to school who is not well enough to fully participate in the school day, or if they have an illness that has the potential to be passed on to staff and children.

### **4. Non Prescription Medicines**

The school will not administer any non-prescribed medicine to a child. Parents are fully supported if they need to come to school to administer such medication.

### **5. Prescription Medicines**

The school will only administer medication for life threatening allergic reactions or conditions such as asthma, epilepsy, cystic fibrosis etc. The school may also administer medication for long-term chronic conditions such as severe eczema.

Children who are receiving short term medication (such as antibiotics) should remain at home until the course is finished. If, in a particular case, a child is considered by the GP to be fit for return to school, but still needs to complete a course of drugs, the timing of dosages can usually be adjusted so that no lunchtime dose is necessary.

Wherever possible medication should be administered outside of the school environment as outlined above; however where this is not possible, and medications are prescribed more than three times daily and therefore the timing of the dose falls within the school day, the parent may administer the lunchtime dosage by coming in to school. In this instance details of the medication should be recorded and held on file.

It is the parents' responsibility to tell the school about a pupil's medical condition and how it may affect him/her. Parents are also responsible for informing the school of changes in a pupil's medical condition, including the need for changes to medication.

It is the parents' responsibility to tell the school when a child has received medication prior to them coming to school (to avoid overdose and to be able to inform other medical professionals should the need arise).

With the exception of Epipens, and insulin, the school cannot administer or manage any Intra-venous or Intra-muscular medication.

Where a child has a life threatening condition/long-term chronic condition, the parents will be required to complete a medical disclaimer & health plan form. The form requires parents to confirm:

- diagnosis of condition
- medication prescribed
- dosage
- how administered, eg: is a spacer needed for asthmatic medication or in the case of tablets do they need to be crushed
- time of dosage
- source or cause of allergy, asthma or medical condition
- symptoms
- what foods or activities should be avoided
- allergies
- contra-indications check

The consent form also confirms that parents understand:

- all staff are acting voluntarily in administering medication
- the school is not responsible for the loss of, or damage to, any medication
- the school and its employees cannot be held liable for any missed medication

In the case of an anaphylactic allergy the school also requires a copy of the protocol issued by the consultant stating the cause of the allergy and the procedure to be followed in the event of an attack.

## **6. Staff Administration**

In the case of a life threatening/chronic long-term condition only staff who are willing to undertake the administration of medication can be required to do so. Staff will be trained in the safe administration of medication. Where there are specific needs the staff will have specific training in the preparation and administration of this medication. This will be done in partnership with the parents of individual children where necessary and in accordance with the child's health plan.

Where routine oral medication is to be administered the staff member must follow the following process known as the 5 point process. Check the medication label for:

- I. Child's name

2. Dose
3. Time
4. Expiry date
5. Check the child's health plan for allergies

The medication will then be prepared for the correct dose and be checked by a second staff member before being administered to the child. The staff member must ensure that the child swallows the medication.

If a child spits out the medication or some is spilt in the process of administration the child should not be given any more medication. It should be recorded and the parents informed. Where it is apparent that the child is having difficulty taking the medication the school may decide to cease their administration responsibility. Alternative means of administration will be discussed with parents in these cases.

## **7. Administration on school trips, residential visits**

Where there are children with specific health needs the school will make any reasonable adjustments to ensure that all pupils have the opportunity to enjoy and benefit from such trips. On these occasions staff may consider it necessary to act on behalf of the parent and administer simple analgesics or antihistamines without prescription. Prior to any residential visit each parent will be required to complete a health information form and a consent form to enable teaching staff to act on their behalf in these situations. Medication will only be administered when deemed necessary and each situation would be assessed on a case by case basis.

## **8. Self-Management**

For reasons of safety the school does not allow the children to carry their own medication. Staff, and the children who require medication, know where it is held and can access it without delay. In exceptional circumstances the Head will review self-management of medication on a case by case basis.

## **9. Disposal of Medicine**

Out of date or surplus medicine will be returned direct to parents for safe disposal.

## **10. Record Keeping**

Medical information is confidential. However, it is the Head's responsibility to decide the limits of confidentiality in order to ensure that the health, safety and well-being of all participants is not compromised. Therefore medical information sheets are available for staff to view in the Staff Room and in the School Office. A log sheet is housed in the Office and records the date, time, type of medication, and dosage administered.

## **11. General**

There is no legal duty which requires school staff to administer medication; this is a voluntary role. However in an emergency situation, teaching staff are to be

reminded of their in “loco parentis” duty of care to act in the best interest of the child, both in the school and if taking part in off-site activities. Parents will be informed immediately, or as soon as possible and within 24 hours, when medication has been administered.

While every effort will be made to ensure pupils with medical conditions can attend school, it is the Head’s decision whether or not medication can be administered safely in school. The Head must be satisfied about the suitability of staff, even after training, materials, equipment and the work environment before agreeing to administer medicine.

## **12. Asthma Policy**

### **12.1 Policy Statement**

Maidwell Primary School recognises that asthma is a widespread, serious but controllable condition affecting many children. The school welcomes all children with the condition. Maidwell Primary School encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by all staff.

### **12.2 Procedures**

Maidwell Primary School recognises asthma is a condition that affects many children.

- We will encourage and help children with asthma to participate fully in activities
- Ensure children have immediate access to reliever inhalers
- Ensure the environment is favourable to children with asthma
- Ensure that all staff know what to do if a child has an asthma attack to protect the child’s welfare in the event of an emergency. First Aiders would administer asthma aid as per their training. All staff are fully aware of First Aiders.
- Work with parents of children with asthma to ensure that their children are in a safe and caring environment.
- Parents/carers are asked to ensure the school is provided with one full and labelled reliever inhaler. In case of emergency the school also holds another reliever inhaler.
- Parents will be requested to fill out a Medicines Permission Form (Appendix 1)
- Parents will be asked to explain their child’s asthma symptoms and how to recognise them. What can trigger them? How we can help their child take their reliever medicine.
- All parents will be required to sign a medicine administration form. This must include dosage agreed by doctor.
- If Medication is administered this will be recorded on the administration record (Appendix 2) and parents informed the same day by being issued with a copy of the administration record.

- We ask for parents help in advising us if any medication has been administered before the school session begins.
- All medicines held by the school will be checked regularly to ensure they have not passed their expiry date
- Children who arrive without their asthma medication will not be allowed to stay on the site.

### **I3 Specialist Medication**

In the event of a child requiring specialist medication (eg: EpiPen) staff training and updated training would be arranged.

### **I4 Further guidance**

[www.asthma.org.uk](http://www.asthma.org.uk)

This document is two-sided

Please use one form per condition

Maidwell Primary School

**MEDICINES PERMISSION FORM**DOCTOR PRESCRIBED or PHARMACY ADVISED (see list overleaf)  
MEDICINES ONLY

<input type="checkbox"/>	My child received the medication detailed below <b>BEFORE</b> school today
<input type="checkbox"/>	Whilst in the school, I have administered the medication detailed below to my child

or

<input type="checkbox"/>	I give permission for the school to administer a Reliever Inhaler as required – details as below*
<input type="checkbox"/>	I give permission for the school to administer an <u>Epipen</u> as required – details as below*

*(Tick as applicable)*

*If this form is for a Reliever or <u>Epipen</u> , what triggers an attack?	
Pupil Name	
Name of medicine	
Time the medicine should be administered	
How much medicine should be given	
How the medicine should be administered	

- I confirm that the chemist's label clearly states my child's name on the prescription medicine or
- I confirm I have taken professional advice (ie: pharmacist) for non-prescription medicine
- I confirm that the medicine is within date

Signed .....

Print Name .....

Date .....



Your GP, nurse or pharmacist will generally not give you a prescription for over-the-counter (OTC) medicines for a range of minor health conditions.

Instead, OTC medicines are available to buy in a pharmacy or supermarket.

The team of health professionals at your local pharmacy can offer help and clinical advice to manage minor health concerns. If your symptoms suggest it's more serious, they'll ensure you get the care you need.

You can buy OTC medicines for any of these conditions:

<ul style="list-style-type: none"> <li>• acute sore throat</li> <li>• minor burns and scalds</li> <li>• conjunctivitis</li> <li>• mild cystitis</li> <li>• coughs, colds and nasal congestion</li> <li>• mild dry skin</li> <li>• cradle cap</li> <li>• mild irritant dermatitis</li> <li>• dandruff</li> <li>• mild to moderate hay fever</li> <li>• diarrhoea (adults)</li> <li>• dry eyes and sore tired eyes</li> <li>• mouth ulcers</li> <li>• earwax</li> <li>• nappy rash</li> <li>• excessive sweating</li> <li>• infant colic</li> <li>• sunburn</li> </ul>	<ul style="list-style-type: none"> <li>• infrequent cold sores of the lip</li> <li>• sun protection</li> <li>• infrequent constipation</li> <li>• teething or mild toothache</li> <li>• infrequent migraine</li> <li>• threadworms</li> <li>• insect bites and stings</li> <li>• travel sickness</li> <li>• mild acne</li> <li>• warts and verrucae</li> <li>• haemorrhoids (piles)</li> <li>• oral thrush</li> <li>• head lice</li> <li>• prevention of tooth decay</li> <li>• indigestion and heartburn</li> <li>• ringworm or athlete's foot</li> <li>• minor pain, discomfort and fever (such as aches and sprains, headache, period pain, and back pain)</li> </ul>
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### Exceptions

In some cases, you can still get prescriptions for medicines used to treat these conditions.

You may still be prescribed a medicine for a condition on the list if:

- you need treatment for a long-term condition, for example regular pain relief for chronic arthritis or inflammatory bowel disease
- you need treatment for more complex forms of minor illnesses, for example migraines that are very bad and where OTC medicines do not work
- you need an OTC medicine to treat a side effect of a prescription medicine or symptom of another illness, such as constipation when taking certain painkillers
- the medicine has a licence that doesn't allow the product to be sold to certain groups of patients. This could include babies, children or women who are pregnant or breastfeeding
- the person prescribing thinks that a patient cannot treat themselves, for example because of mental health problems

### Probiotics, vitamins and minerals

GPs, nurses or pharmacists will also generally no longer prescribe probiotics and some vitamins and minerals. You can get these from eating a healthy, varied and balanced diet, or buy them at your pharmacy or supermarket.

Source: <https://www.nhs.uk/common-health-questions/medicines/why-cant-i-get-prescription-over-counter-medicine/>



