

# **Wendover Church of England Junior School**

Wharf Road, Wendover, Buckinghamshire HP22 6HF



## **Administration of Medicines Policy**

Created: January 2013  
Agreed by Governors: March 2013  
Next review due: March 2016

**Definition of medicine**

For the purpose of this document, a medicine is a substance that has been prescribed by a doctor for the treatment or prevention of disease or conditions.

**Duties under the law and personal liability**

Our school recognises that school employees are under no obligation to administer medicines at school. If necessary, they may request a parent or a person designated by the parent, to attend the school at the appropriate times to administer the medicine. If the nominated person is someone other than a parent, then this request must be confirmed in writing. We may also require parents to request two or three dose versions of medication in order to reduce the need for school staff to be involved.

Where pupils with special medical needs are admitted to a school, where possible the issue of administration of medicines should be resolved prior to admission and a health care plan agreed.

Where the headteacher decides to agree to requests to administer medicines to pupils, employees are covered by the Local Authority's employer's liability insurance in the event of a claim, provided that they have acted in accordance with Bucks County Council's Code of Practice.

**Safe working procedures**

Nominated employees are responsible for administering medicines after attending appropriate training.

The medical room is used as a base for storage of medical records, supplies, etc, as well as having a locked medicine cupboard. Confidential records are kept in the locked filing cabinet in the office.

On most occasions, medicines can be given at home. However, in exceptional circumstances, the school will give prescribed medicines, provided that they fall into one of the following categories:

- Children on an agreed health care programme
- Children with asthma
- Children with allergies
- Children on prescribed medicines which have to be administered during the school day

Any medicines given at school should only be administered with the consent of the headteacher (or other designated person) and the parent. When a parent requests that school personnel should administer or supervise the administration of a medicine, they must provide the following:

- Administration request form signed by the parent
- Medication in original bottle/packaging with the child's name, dose and frequency of administration, and the name, address and telephone number of the prescribing doctor

For pupils whose statements of special educational need require ongoing administration of medication, a revised form should be obtained as part of the annual review procedure. Controlled drugs can only be administered by trained staff.

All staff who are expected to administer medication must be willing to undertake this task and must receive specific instructions and training if necessary. The school will request training from the school nurse, as appropriate. Reference should be made to the Code of Practice for further guidance.

A record must be kept of all medicines administered by school staff. The dose to be given should be entered in the record book, having checked that it has not already been administered. The book should be signed to confirm that the dose has been given.

All potentially harmful medicines are stored in a lockable cupboard in the medical room which is out of the reach of pupils. Medicines that require refrigeration are kept in the fridge in the medical room.

An assessment must be made of the ability to meet the request for administration of medicine as part of the risk assessment for all school journeys or education visits. The special circumstances of visits and journeys with regard to emergencies and parental consent are covered in the Educational Visits Policy.

### **Pupils with special medical needs**

Where pupils require more complex administration of medicines, written instructions and training, if necessary, must be provided by a school doctor and/or nurse. The training should confirm personal protective clothing (eg gloves) to be worn during administration of medicines. For further guidance please refer to the Code of Practice.

Arrangements for the administration of adrenaline should be made in accordance with the Code of Practice.

Children requiring asthma inhalers should be able to self-administer these.

### **Disposal of unwanted medicines**

When a course of treatment is completed or discontinued, any remaining medicines should be returned to the parent as soon as possible, by the same means by which they were delivered if possible.

Any swabs etc contaminated by body fluids (eg blood) should be placed in a waste bag provided in the medical room and double bagged. Staff are also reminded to use the disposable gloves provided.