

# Administration of Medicines Policy

(February 2019)

**Park Community School**

<b>Document Control Table</b>	
Associated documents	<ul style="list-style-type: none"><li>• Supporting Students with Medical conditions policy</li><li>• Complaints policy</li></ul>
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**ADMINISTRATION OF MEDICINES POLICY**

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### ADMINISTRATION OF MEDICINES POLICY

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#### Policy Statement

Park Community School will undertake to ensure compliance with the relevant legislation and guidance in *HCC Supporting Pupils with Medical Conditions Policy 2017* with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at Park Community School is held by the Headteacher, who is the responsible manager.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the *HCC Supporting Pupils with Medical Conditions Policy* documents. All staff have a duty of care to follow and co-operate with the requirements of this policy.

#### Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
  - prescribed medicines
  - non-prescribed medicines
  - maintenance drugs
  - emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

#### Administration

The administration of medicines is the overall responsibility of the parents. The Headteacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

Only medication that must be taken four times a day or more will be administered by the school. All three times a day medication must be given at home before school, after school and at bedtime. In exceptional circumstances with three times a day doses, where a child has a longer school day due to school activities, the school may administer in the middle of the day.

#### Routine Administration

Prescribed medicines

- It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents

Non-prescribed medicines

- It is our general policy not to take responsibility for the administration of non-prescribed medicines, (eg. Calpol or cough mixtures provided by the parents) as this responsibility rests with the parents
- On occasions when children require paracetamol it is our policy to administer providing that verbal consent from the parents is received in advance and administration is in accordance with guidance provided in the *HCC Supporting Pupils with Medical Conditions Policy 2017* documents
- Children under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor

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- Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the responsible manager who may decide to administer under certain miscellaneous or exceptional circumstances

### Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written for the child concerned

### Non-Routine Administration

#### Emergency medicine

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):
  - Injections of adrenaline for acute allergic reactions
  - Rectal diazepam for major fits
  - Injections of Glucagon for diabetic hypoglycaemia
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted

### Procedure for Administration

When deciding upon the administration of medicine needs for children we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent and kept on file.

Individual health care plans will be completed for children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file.

If a child refuses to take medication the parents will be informed at the earliest available opportunity.

### Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

### Medical Accommodation

The Medical Room is used for medicine administration/treatment purposes. The room will be made available when required.

### Training

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.

A 'staff training record' sheet will be completed to document the level of training undertaken.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

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**Storage**

The storage of medicines is the overall responsibility of the Headteacher who will ensure that arrangements are in place to store medicines safely.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

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 and the frequency of administration.

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.

**Safe Management**

There is limited access to medical room and the keys for the cabinet are controlled by the Finance Team where they must be signed in and out.

**Disposal**

It is not Park Community School's responsibility to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

**Complaints**

If you have a complaint about how your child's medical condition is being supported in school, please refer to our Complaints Policy and Procedure.