

# **ADMINISTRATION OF MEDICINES**

## **FOREST OAK SCHOOL**



**Reviewed: April 2013**

**Adopted by Governors: May 2013**

## **Administration of Medicines Forest Oak School Updated policy April 2013**

*“There is no legal duty which requires school staff to administer medication this is a voluntary role. Staff who provide support for pupils with medical needs , or who volunteer to administer medication need support from the Head teacher and parents, access to information and training and reassurance about their legal liability”*

*“It is important that responsibility for pupil safety is clearly defined and that each person involved with pupils with medical needs is aware of what is expected of them. Close co-operation between schools, parents, and health professionals and other agencies will help provide a suitable supportive environment for pupils with medical needs.”*

Direct quote from “A good practise guide, supporting pupils with medical needs”  
Dept of health

### **Storage of medicines**

Medicines should be given to schools by the parent carer in the original container, as prescribed by GP or Hospital. It is not safe or good practise to follow relabelled/rewritten instructions or to receive and use repackaged medicines other than originally dispensed.

- Non prescription medicines will not be given or accepted into school.
- The prescription should state
- Name of child
- Name of medication and dosage
- Date of issue

With the exception of asthma inhalers and Epipens/Anapens which should be readily available, medicines should be kept in a secure locked cupboard in medical room.

On receipt of medicines they should be handed to first aiders or school nurse who will record the date and the amount. They will only be given if school consent form has been filled in by parent carer.

Controlled drugs such as Ritalin Equasm etc should be locked in a non portable cupboard and only named staff should have access.

When giving out medication two trained staff should be present to ensure safety at all times

On receipt of drugs from parents, school staff (first aiders or school nurse) should count contents and record details. Staff should not assume the label will necessarily match the contents

## **Refusing Medicines**

If a child refuses to take a medicine, staff should not force them to do so. The refusal should be noted and parents informed. If a refusal results in an emergency, senior team should be informed and the schools emergency procedures should be followed

## **Routine conditions and illness**

Children who are unwell with vomiting, diarrhoea should not be in school. They should be sent home and asked not to return until clear of any symptoms for forty eight hours. Children who seem unwell with high temperature should be seen by First aider or school nurse.

## **Long term Medical needs**

The procedures to support children with complex or long standing needs are formally set out in individual care plan. These are drawn up by the school nurse, school staff and parents/carers.

It is good practise for all school staff to be aware of what the care plan entails and what to do in an emergency

## **Educational visits and off –site activities**

For educational visits and off-site activities, emergency procedures following an individual risk assessment should be drawn up with the parents well in advance of the activity /trip occurring.

Health care plans should be taken and checked so that staff are familiar with them.

## **Insurance for staff administering medicines**

“Staff may be anxious about taking responsibility for managing medicines because they fear “something going wrong”

In the event of a claim for alleged negligence it is the employer, (the local authority of Governing body) not the employee who is held responsible and, providing that the member of staff has followed their employees policy and has acted within the scope of their training the councils insurance will defend any such action and meet any costs if the claim is successful.”

Advice given by Solihull council

Updated April 2011 by Lynn Richards