

## St John's Primary School and Nursery

### Administration of Medicines & First Aid Policy

**Ratified by Governors on: 4.11.14**

#### **Policy Statement**

St John's Primary School and Nursery will undertake to ensure compliance with the relevant legislation and guidance in 'First Aid for Schools' (DfE) with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at St John's Primary School and Nursery is held by Mr Darren Barrow who is the responsible manager. In his absence this will be delegated to the next member of the Senior Leadership Team. The day to day administering of medication will be carried out by the office staff; Mrs Weir and Mrs Morris.

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 'First Aid for Schools' (DfE) document. 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 and 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 Head teacher 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. If medication is required to be administered during school hours, the parent must supply the medication in a suitable container labelled with the child's name and complete a form held in the school office giving permission and dosage requirements.

#### **Routine Administration**

##### Prescribed medicines

- It is our policy to manage prescribed medicines (e.g. 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, (e.g. Calpol or cough mixtures provided by the parents) as this responsibility rests with the parents. We would actively encourage parents to come in and administer this.
- On occasions when children require Paracetamol, it is our policy to administer it providing that written consent from the parents has been received in advance and administration is in accordance with guidance provided in 'First Aid for Schools' (DfE) document.

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 (e.g. Insulin), as appropriate. This is following consultation, 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): Epipens.

In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted. This training will be sought usually from the school nurse and/or parents of the child.

### **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. A summary is made available to all staff via the Health board in the staff room and in transition folders at the end of each academic year.
- 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 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.

## **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.

- St John's Primary School and Nursery has named paediatric first aiders trained to administer emergency first aid.
- These are known to staff and are listed in each class. The Head teacher holds training records for these staff and is responsible for ensuring their certificates are kept up-to-date. 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.

## **Non-Emergency First Aid Treatment**

- In the events of day to day minor scrapes and bumps, appropriate first aid will be given to the child as seen appropriate by the office staff or school paediatric first aiders.
- This course of action will then be recorded in the school medical book and copies sent to the child's parents outlining the injury and actions taken. This record clearly states the injury incurred, the date, action and a signature of the first aider.
- In the event of a more serious bump to the head, a call or text will be made to the child's parents informing them of the incident and agreeing on the next course of action.

## **Storage**

- 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.

## **Alerting Emergencies in school**

The school has an emergency procedure set in place known by all staff and refreshed annually during INSET and within new staff induction. This procedure involves emergency **red triangles** located in each room within the school which are a form of alerting an emergency within a classroom. Areas highlighted within the school which have been identified as being more 'higher risk' rooms have been installed with telephones to either contact the school office or emergency services in the event of an emergency.

## **Disposal of medicines**

It is not responsibility of the staff at St John's Primary School and Nursery 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.