

ADMINISTRATION OF MEDICINES POLICY

Name of Unit/Premises/Centre/School	Northern Schools Federation
Date of Policy Issue/Review	November 2016
Name of Responsible Manager/Headteacher	Julie Readman, Administrative Assistant.
Signature of Responsible Manager/Headteacher	

Introduction	
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Policy Statement

Northern Schools Federation will ensure compliance with the relevant legislation and guidance in *Managing Medicines in Schools and Early Years Settings* published by the Department of Health with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at Northern Schools Federation is held by 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 *Managing Medicines in Schools and Early Years Settings* 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
 - 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, in line with the policy schedule, or following any significant change which may affect the management or administration of medicines

Administration	
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The administration of medicines is the overall responsibility of the parents. The responsible manager 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.

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. Consent forms will be issued to parents at the beginning of each school year. If a medicine is to be given 3 x daily we will encourage parents to give these doses outside of school hours wherever possible.

Non-prescribed medicines

- We will only administer non-prescribed medicines on request from the parent if they are in clearly identifiable packaging and only on a short term basis with appropriate consent. (Where the school have concerns they will seek further guidance from their link School Nurse).
- Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the responsible manager who may, in consultation with the school nursing team and the child's parents, decide to administer under certain miscellaneous or exceptional circumstances.
- Children under 16 years old are never to be administered aspirin unless prescribed by a doctor.
- Children from the age of 6 months maybe given Ibuprofen, following the age related dosage instructions recommended on the box, children who are asthmatic should use Ibuprofen with caution or as recommended by a Doctor.
- During the summer parents are asked to apply suncream before the children come to school. They may bring suncream with them to school. This is stored in the classroom and applied by the children themselves.

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.

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

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

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. 2 members of staff will initial oversee the administration and initial the record sheet.

CHILDREN'S SERVICES HEALTH & SAFETY

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	
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The school office (NIS/NJS), medical room (NIS) or the early years medical area (NIS) will be used for medicine administration/treatment purposes. These room will be made available when required.

Training	
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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.

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

The storage of medicines will be undertaken in accordance with the *Managing Medicines in Schools and Early Years Setting* document and product instructions. Medicines should be stored in the original container in which they were dispensed. Refrigerators are located in the office area (NIS/NJS) to store medicines that require such storage.

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.

Disposal	
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It is not the Northern Schools Federation 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.

CHILDREN'S SERVICES HEALTH & SAFETY TEAM

For advice and guidance when writing your local Administration of Medicines policy or using this template please contact the Children's Services Health & Safety Team on their website at:

<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>