

## Administering medicines in school

***These guidelines should be read in conjunction with: the First Aid Policy and Management of drugs in school policy.***

Parents should provide full information about their child's medical needs, including details on medicines their child takes. Forms are available from the office.

## Who can administer medicines & which medicines can be administered

Medicines can only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

Any member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions and will sign to record what has been administered and when.

The School will keep controlled drugs in a locked container and only key staff should have access. A record is kept for audit and safety purposes.

Staff should **never** give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. Where the head agrees to administer a non-prescribed medicine it **must** be in accordance with the employer's policy.

## Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so. Parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school or setting's emergency procedures should be followed.

## Record Keeping

Parents should tell the school or setting about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However staff should make sure that this information is the same as that provided by the prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- name of child
- name of medicine
- dose
- method of administration time/frequency of administration
- any side effects
- expiry date

Children should know where their own medicines are stored and who holds the key. The head is responsible for making sure that medicines are stored safely.

### **Inhalers**

Children with asthma need to have immediate access to their reliever inhalers when they need them. Inhaler devices usually deliver asthma medicines. A spacer device is used with most inhalers, and the child may need some help to do this. It is good practice to support children with asthma to take charge of and use their inhaler from an early age, and many do.

Children who are able to use their inhalers themselves should be allowed to carry them with them. If the child is too young or immature to take personal responsibility for their inhaler, staff should make sure that it is stored in a safe but readily accessible place, and clearly marked with the child's name. Inhalers should always be available during physical education, sports activities and educational visits.

### **Epi pens**

Staff are trained in using Epi pens and all Epi pens are kept centrally in the Head teacher's office. It is to be noted that adrenaline pens include manufacturer's instructions and staff should note that they have used them in an individual child's health care plan.