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# **Medicine Administration Policy**

**2024 – 2025**

Reviewer:	Business Manager
Review date:	May 2024
Approved:	May 2024
Next review:	May 2025

## **1. Policy Statement**

Eggar's School will undertake to ensure compliance with the relevant legislation and guidance in Health Guidance for Schools <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities> with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at Eggar's School is held by the Head Teacher 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 Health Guidance for Schools document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

## **2. Aims & Objectives**

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
  - prescribed & 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

## **3. 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.

## **4. Routine Administration**

### **4.1 Prescribed medicines**

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

## **4.2 Non-prescribed medicines**

- It is our general policy not to take responsibility for the administration of non-prescribed medicines, (e.g. 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 it, provided approval has been given by the student's parent and administration is in accordance with the manufacturer's guidance as detailed on the packaging. The school's stock of paracetamol is available for emergencies only. If your child requires regular paracetamol, it must be provided by you. Paracetamol will only be administered between the hours of 13:20 and 14:00.
- On occasions when children require Ibuprofen it is our policy to administer providing it has been supplied and approved for dispensing by the student's parent. Administration is in accordance with the manufacturer's guidance as detailed on the packaging.
- 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.

## **4.3 Maintenance drugs**

- It is our policy to manage the administration of maintenance drugs (e.g. Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a local health care plan will be provided (in consultation with parents and drawing on information received from the medical profession, where necessary) for the child concerned.

## **5. Non-Routine Administration**

### **5.1 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
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted.

## **6. 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 Healthcare Plans (IHCP) will be completed for children where required and are reviewed annually by the school and updated as and when parents inform the school that the relevant medical professional has made changes. Local Healthcare Plans are completed where a student has a medical need, which does not warrant an IHCP. These are also reviewed annually and will be updated ahead of the review date, where the student's parent has notified the school of any changes.

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

## **7. 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.

## **8. Medical Accommodation**

The Medical Room will be used for medicine administration/treatment purposes.

## **9. 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' spreadsheet 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.

## **10. Storage**

The storage of medicines is the overall responsibility of the Head Teacher who will ensure that arrangements are in place to store medicines safely. Medicines that require refrigeration are locked in a bespoke fridge. Other medications are stored in a lockable drawer.

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.

## **11. Disposal**

It is not the responsibility of Eggar's School 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. At Eggar's, diabetic students are tasked with either taking their own hypodermic needles home, at the end of each day (they are safely stored in their medicine kit whilst in school). Students who visit the Medical Room to administer their medication deposit their own needles in the Sharps box provided.