



Cwmaman Primary School

Administration of Medication Policy





Introduction

School staff have a professional duty to safeguard the health and safety of pupils, both on school premises and on school trips. There is no duty on school staff to administer medication.

The school policy is that medication can only be administered by the Headteacher, Deputy Headteacher, SLT or First Aider (all by agreement). In the absence of the Headteacher and Deputy Headteacher the senior management team takes responsibility. Only specific medicines are to be administered in school. At all times the responsibility for the correct administration of medication rests with the Headteacher and not with those staff acting on their behalf.

Procedures for the administration of medication are clearly set out in this policy.

Wherever possible, parents will be requested to assist in the administration of medication. It is the responsibility of the Headteacher to ensure that staff are adequately trained in the appropriate administration of medication (each individual has the right to refuse to be involved in the administration of medication/treatment).

Training will be identified and co-ordinated by the Health Professional in each individual case, in consultation with the Headteacher. Training will be carried out on an individual case basis involving the Health professional, parent/guardian and designated members of staff. Staff training will be reassessed as and when new situations arise.

Training will only be completed when the Health Professional is satisfied that the member of staff is competent in the administration of medication/treatment.

Training will be certified by the Health Professional and counter signed by the parent/guardian.

The Health Professional has the right to refuse to train any member of staff they do not regard as being competent to administer medication/treatment.

Only certain prescribed medicines will be administered to children. Medicines will only be administered where a long term condition can be effectively controlled by medication and/or where the administration of this medication will minimise any disruption to the child's schooling.

1. Categories of medicine

Prescribed medicines will fall into one of the following categories:

1. Liquid preparations such as mixtures and syrups. Administration must always follow the dosage indicated on the label. Parents are asked to ensure that each dose is clearly labelled and measured out.
2. Tablets, capsules and other solid dose forms for oral administration. If any such medicine needs to be dissolved in water this instruction must appear on the label. Tablets and capsules should always be taken with a drink of water.
3. Powders and granules. Single doses must be presented in individual sachets with instructions for each dose printed on the sachet.



4. Inhalers such as Spinhalers, Rotahalers and Nebulisers (which the child should have been taught to use without support) for the treatment of asthma. Younger pupils may need the support of an adult when using this medication, although the child must always be encouraged to take responsibility for administering their own medication.

5. Other more invasive clinical procedures need to be administered by a Health Professional, parent or designated, appropriately trained adult.

No member of staff will be asked to take on this role without their full agreement.

2. Labelling requirements

All medication dispensed by the pharmacist will be labelled with the following information.

1. The name of the person for whom it was prescribed.
2. The name of the medicine and strength.
3. The date on which it was dispensed (always check the date on the medication).
4. The dose and frequency of administration.
5. Instructions as to storage and administration.
6. Any date after which it should not be used.

Additional requirements: -

- Any prescribed medicine should only be taken by the person whose name is on the label.
- Medicines should not be accepted unless in their original containers.

3. Storage and administration of medicine/treatment.

1. Requests to school for the administration of medicines/treatment or variation of medication/treatment must be made in writing, stating clearly the name of the child, the name of the medicine, the dose, the times of administration, the duration of the treatment and any special instructions. The request must be signed and dated by the parent or guardian of the child. No medication is to be administered unless all the requirements above have been met.

2. Parent/ guardians must complete in full a "Request for the Administration of Prescribed Medicine in School" form. See Appendix 1

3. The parent/guardian must inform the Headteacher of the total medication administered to the child over a 24 hour period, together with any variation to the medication administered to the child prior to their attendance at school.

4. Where a child is conveyed to school by means of a contract vehicle, all documentation relating to any medication taken prior to the child attending school must be given to the Headteacher by the child's escort. It is the Headteacher's responsibility to ensure that parents/guardians are aware of these responsibilities and carry them out.



5. All medication will be stored in the Headteacher's office/staff refrigerator or secure class cupboard (as the need requires). Nebulisers and asthma pumps will be kept secure by the class teacher and made available to the child when necessary. Emergency medication (Epi-pens) will be kept within a suitable cupboard where the pupil undergoes their learning and taken by a member of staff to dining hall, forest area, etc. The pupil's care plan is also kept in the cupboard which is identified clearly to all staff and supply staff. In exceptional circumstances the child will be allowed to keep non-steroid asthma pumps in a secure bag on their person. All staff on playground duty must be made aware that a child is carrying an asthma pump.
6. All medication must be clearly labelled with the child's name and address, the dose and the time of administration, and any expiry date, if appropriate.
7. Times of administration must be adhered to.
8. If for any reason medication cannot be administered at the correct time, medication must be securely locked away and the reason why the medication was not administered is clearly recorded. Parents/guardians must be informed if medication/treatment hasn't been administered as agreed.
9. The Headteacher/Deputy Headteacher, or agreed administrator, must check the label on the medicine container and cross reference with the written request for administration each time medicine is administered.
10. If possible, two members of staff should be present to counter check that the correct medication is given.
11. Long term medication will be kept in the main office, short term medication must be returned home daily. Where a child is conveyed to school by contract vehicle, any unused medication should be given to the child's escort.
12. Older children who come to school on their own may bring medicine if signed parental permission has been given. This medication must be brought to the main office as soon as the child comes into school. In the case of younger children, all medication must be brought to school by the parent or other responsible adult.
13. No medication will be kept in school during the holidays.
14. Suitable arrangements will be made for the disposal of unused medication.
15. In the event that drugs stored on the school premises are stolen, immediate action must be taken to notify the police and the parent or guardian of the child whose medication has been stolen.

4. Personal Liability

The Authority's present insurance policies would cover any liability in respect of administering prescribed medicines/treatment, providing staff are working under the direction of the Headteacher and within the parameters of this policy document.



All staff involved in the administration of prescribed medicines/treatment will be provided with a copy of this document. This policy has been drawn up using the guidance provided by the LA and the advice provided by the LA was as a result of lengthy consultation with the Local Health Authority.

Below is a copy of the medical form that is completed by parents before accepting the required medicine for administration.

Further advice and guidance can be obtained from Education Personnel Services.

Chair of Governors :.....

Headteacher :.....

Date : Spring 2024

Review Date : Spring 2026



Appendix 1

Request for the administration of Prescribed Medicine in School

I _____ Name of Parent/Guardian.

of _____ Address

Hereby request that _____ child's name on bottle/box

Name of medicine _____

Dose of medicine _____

Time of administration _____

Possible side effects _____

Duration of treatment _____

Signature _____

Date _____

Whilst every effort will be made to adhere to the doses and times etc., the school will not be held responsible should any error occur, and that in any case where doubts or queries arise, no medicine will be administered before satisfactory confirmation is received from parent(s)/guardian(s).