

CASTLE SCHOOL

ADMINISTRATION OF MEDICINE POLICY

Policy Statement

ALL RELEVANT MEDICAL INFORMATION ABOUT EACH PUPIL IS RECORDED ON THE PARENT CONSENT AND CONTACT FORM – LOCATED IN THE RECEPTION.

In the main, pupils should not attend school whilst still on medication for an illness. There are, however, a few exceptions:

- When a child has almost fully recovered and simply needs to complete a course of medication (eg antibiotics) for a day or so.
- Where a child suffers from asthma (or any other occasional ailment) and may need to use an inhaler.

Where equipment such as an inhaler is necessary, we strongly encourage children to take personal responsibility for these items as soon as possible.

Legal Aspects

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. *This is purely a voluntary role.* Staff should be particularly cautious agreeing to administer medicines where

- the timing is crucial to the health of the child;
- where there are potentially serious consequences if medication or treatment is missed;
- or where a degree of technical or medical knowledge is needed.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and/or training specific to the child's medical needs.

Under no circumstances must any medication, even non prescription drugs such as *paracetamol*, be administered without parental approval.

Safety Checklist

- Is any specific training needed in order to administer medicines?
- Is any necessary protective clothing or equipment available?
- Is the member of staff involved clear on what they are expected to do?
- Is the emergency contact information clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Will medication be stored in same place and at a suitable temperature?

Instruction and Training

Specific instructions and training should be given to staff before they are required

to assist with or administer medicines or medical procedures. This must be include the identification of tasks that should not be undertaken.

Such safeguards are necessary both for the staff involved and to ensure the well being of the child. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions.

Record Keeping

All information about specific medical requirements are attached to the parent consent forms, kept centrally. Additional information and instructions are logged in the school medical handbook. All staff have access to the handbook.

Safe Storage and Disposal of Medicines

When medicines are used the relevant staff will need to ensure that they fully understand how each medicine or drug should be stored, administered, recorded and disposed of. Storage details can be obtained either from the written instructions of the GP/Pharmacist or from parents.

All medicines should be stored in the original container, be properly labelled, and kept in a secure place, out of reach of children. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separated from any foodstuff.

Medicines should be kept while the child is in attendance.

Where needles are used, a sharps container and adequate arrangements for collection and incineration should be in place. Such arrangements are necessary for any equipment used which may be contaminated with body fluids, such as blood etc.

Any unused or outdated medication will be returned to the parent for safe disposal.

Accidental Failure of the Agreed Procedures

Should a member of staff fail to administer any medication as required they will inform the parent as soon as possible. However, the position should not normally arise as any child requiring vital medication or treatment would not normally be in school.

Children with Infectious Diseases

Children with infectious diseases will not be allowed in school until deemed safe by their GP and/or the School Nurse or local health authorities.