



# CASTLE COURT SCHOOL

## **Administration of Medicines Policy**

Castle Court School recognises that many pupils will at some time need to take medication at school. Whilst parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and we will do all that is reasonably practicable to safeguard and promote children's welfare.

*Date reviewed: May 2009  
(To be reviewed annually)*

*Signed.....*

All staff in the school have a duty to act as any prudent parent would, to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency. At Castle Court School we have a qualified nurse (Matron) on the premises during school hours.

### **Responsibilities:**

- Matron takes responsibility for the administration of medicines during school hours having taken due consideration of Government and Local Education Authority policies and guidelines.
- Where necessary Matron will ensure that procedures are understood and adhered to, that training is provided and that there is effective communication and consultation with Parents, Children and Health Professionals concerning pupils' medical needs.
- Throughout Castle Court School there are named First Aiders who hold a current First Aid certificate and appropriately Paediatric trained First Aiders in Early Years.
- However, all Staff will receive or have available to them:
  - Advice and information on common childhood illnesses and conditions
  - Basic First Aid advice to ensure that they feel confident to deal with minor everyday injuries
  - Specific training relevant to certain pupils e.g. Anaphylaxis training
  - Specific information and details regarding particular conditions that may apply to a member of the class for which they have charge
  - Some specified staff (eg Designated First Aiders, PE and Games staff, Staff taking educational visits) who volunteer their services, will be given further training to administer first aid and/or medication to pupils.

### **Medical Records**

- On admission to the school, all parents will be required to provide information giving full details of:
  - medical conditions
  - allergies
  - regular medication
  - emergency contact numbers
  - name of family doctor/consultants
  - special requirements (eg dietary)

- At the beginning of each academic year all parents will be required to up-date the medical form.
- A list of special diets and medical conditions is available to all staff via the intranet and Matron will provide individual advice where necessary.

**At Castle Court School we will:**

- Administer prescribed medicines during the school day if necessary
- Require parents to inform Matron of dose and times and ensure medicines are supplied in the original container they were dispensed in.
- In conjunction with Matron and parents, devise individual Medical Care Plans for managing long-term medical needs.
- Train all key staff for the administration of medication that requires specialist training (e.g. Epipens)
- When administering medicines ensure staff have clean hands, drink is available if appropriate and check the medication label for name of child, dose, route of administration and expiry date.
- Ensure that asthma inhalers are always accessible to children by keeping a spare inhaler in Matron's room and where applicable by allowing pupils to carry their own inhalers.
- Store prescribed medication safely and in the appropriate conditions, for example, in a fridge if medication is to be kept cool.
- Document administration of any medication and inform parents by diary or note.
- Dispose of dropped tablets or unused tablets/medication by returning them to the parent or the pharmacist for disposal.
- Ensure that any drug errors or adverse drug reactions are reported to the Parents and also documented in the pupils medical records

**We will only:**

- Administer non-prescription medication if signed consent has been given by a parent e.g. calpol, piriton etc. following the homely remedy protocol (this allows the supply and use of over the counter medication (OTC) within the independent sector, where health care professionals are required to facilitate this process)
- Administer emergency medication in a life threatening emergency. These medications may be administered under article 7 of the Prescription Only Medication Order for administration by anyone for the purpose of saving life.

**Medication and Off-site Activities:**

- A named member of staff has responsibility for the management of medication. This person will be given all the relevant information from Matron.
- Parents wishing their children to take full responsibility for their own inhalers must agree this with written consent to Matron.
- For residential visits, parents will be asked to give written consent for the use of certain OTC medication via a consent form

- Any medication that a pupil is required to take must be handed in to the named member of staff with clear written instructions when and how much is to be given. It must also be named and in its original container

### **Storing of Medication:**

#### 1. OTC medications

- They will be kept securely in a locked cupboard, in a locked room
- A list is kept of medications stocked with indications for use, contra-indications, dosages, side-effects and the duration of treatment before nursing or medical advice must be sought
- They will be issued to pupils under a “homely remedy protocol”

#### 2. Prescribed medications.

- Will only be issued to the pupil for whom they have been prescribed
- Must stay in their original container that should be childproof
- The original dispensing label must not be altered
- They will be kept securely in a locked cupboard or fridge, in a locked room