



St Michael's School

Administration of Medicine Policy

This policy has been drawn up following the guidelines from the DFES publication '*Supporting Pupils with Medical Needs*'.

School Responsibility

There is no legal duty that requires school or setting staff to administer medicines.

Medicines should only be taken to school or settings when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school or setting 'day'.

Schools and settings should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

Schools and settings should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Schools are not able to administer any medication containing ibuprofen or aspirin.

Parental Responsibility

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents are encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day should be taken in the morning, after school hours and at bedtime.

Parents should inform the office in writing to request medication being given in school time. Wherever possible, parents are encouraged to come into school to administer medication during the school day. Dosage must be included on this written information and parents are responsible for the disposal of medication at the end of the course.



Pupil Responsibility

It is good practice to allow pupils who can be trusted to do so to manage their own medication from an early age. With this aim in mind, and for reasons of immediacy, children with inhalers will be expected to administer the required dose themselves. All inhalers must be named. Children are reminded not to share inhalers.

Children who are being administered medication by the school will be expected to report to the school office to request their medicine. Office staff are not able to take the medicine to the children.

Refusing Medication

If pupils refuse to take medication, the school will not force them to do so and will inform parents immediately.

School Trips

Pupils with medical needs are encouraged to participate in visits. Staff are made aware of any medical needs and arrangements for taking any necessary medication are put in place. Sometimes an additional adult might accompany a particular pupil. There may also be the need to undertake a risk assessment for a particular child.

Sporting Activities

Our PE and extra-curricular sport is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. Some pupils may need to take precautionary measures before or during exercise and be allowed immediate access to their medication if necessary, inhalers for example. Teachers supervising sporting activities are made aware of relevant medical conditions.

Storing Medication

Any medication should be in a container that is labelled with the name of the pupil, name and dose of the drug and frequency of administration and within expiry date. Where a pupil needs two or more prescribed medicines, each should be in a separate container. Non health care staff should not transfer medicines from their original containers.

Medicines are kept in the school office or when necessary in the medical room fridge, in a clearly labelled container. This fridge has restricted access.



Disposal of Medicines

The school does not dispose of medicines. Parents should collect medicines held at school and are responsible for the disposal of out-of-date medicines.

Hygiene Control

Staff are familiar with normal precautions for avoiding infection and should follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

Emergency Procedures

Staff know how to call the emergency services. A pupil taken to hospital by ambulance will be accompanied by a member of staff. Generally, staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance.

Health Care Plans

Some children with more complex needs may require a health care plan to identify the level of support that is required at school. The plans may identify specific training needed by volunteer staff. Staff should not give medication without appropriate training. Training is given on an individual child basis, by the local health authority (usually the school nurse) for administering rectal diazepam and epipens. Agreeing to administer intimate or invasive treatment is entirely up to each individual member of staff. No pressure is put on staff to assist in treatment. Two adults should be present for the administration of intimate or invasive treatment, unless there are exceptional circumstances.

Reviewed: March 2013

Next Review: March 2016