

Fairfield Endowed CE (C) Junior School

ADMINISTRATION OF MEDICINES AT FAIRFIELD ENDOWED CE (C) JUNIOR SCHOOL

Fairfield endowed CE (C) Junior School has adopted, and where necessary will adapt, the guidance from the Local Authority on the Administration of Medicines. A copy of the full document is kept in the school office and is available on the Derbyshire extranet.

This policy and the LA document are regularly reviewed and updated as necessary.

The policy of this school regarding the Administration of Medicines is understood and accepted by staff, parents and children. The policy is included as part of the school prospectus, which is published on the school website.

The policy sets out clearly what is expected of parents and children, including how working together will ensure that children with medical needs are not disadvantaged.

ADMINISTRATION OF MEDICINES POLICY

Parents/carers should come into school to discuss any concerns or issues they have regarding the administration of medicine. We will work together to ensure that children with medical needs are not disadvantaged.

- We do not allow children to bring medication into school except as covered by the Local Authority guidelines and the relevant codes of practice.
- We do not keep any medication for distribution to children, e.g. paracetamol. We do, of course, have first aid kits.

This does not imply a duty on the Head teacher or staff to administer medication. The Local Authority wishes to point out to school staff, governors, parents and staff in other services that participation in the administration of medication is on a voluntary basis unless staff have accepted job descriptions that include duties in relation to the administration of medicines.

The responsibility for ensuring that children with medication needs receive the correct "treatment" rests ultimately with their parents/guardians, or with a young person capable of self-administering his or her own medication. Parents and doctors should decide how best to meet each child's requirements. Carefully designed prescribing can sometimes reduce the need for medicine to be taken during school hours or when they are attending services. To help avoid unnecessary taking of medicines at school, parents should:

- be aware that a three times daily dosage can usually be spaced evenly throughout the day and taken in the morning, after school hours and at bedtime;
- ask the prescriber if it is possible to adjust the medication to enable it to be taken outside the school day.

Where this cannot be arranged, parents should consider whether or not, the child could return home for this, or the parent should come to school to administer the medicine. If this is not possible, the recommended procedure for administration of medicines should be adopted.

- The parents should be informed that they will need to ask the pharmacist for duplicate labelled bottles in order to send medicines to school.
- It should be noted that duplicate containers may not be supplied free of charge – charges will be at the discretion of individual pharmacists.
- Alternatively, parents can ask the prescriber for two prescriptions, one to cover home and the other to cover school.
- Parents must not ask staff to administer doses other than as prescribed in the written instructions. Similarly, staff must not accede to any such request.

Consent

Before administering medicine to a child, there needs to be written evidence of consent by a parent or person with parental responsibility. We use the Local Authority's recommended forms for obtaining this consent.