

# **Bidston Village CE Primary School**



## **Administration of Medicines Policy November 2021**

This policy was adopted by the Governing Body on 29th November 2021

This policy is due for review in November 2022

## **Administration of Medicines Policy: Guidance for Parents**

These procedures are based upon Wirral Local Authority Management Guide to DfE Guidance “Supporting Pupils at School with Medical Conditions” dated 27th March 2015 Issue 2 HS/ECS/060. The Governing Body have adopted the full Local Authority Policy which is available on request from the School Office.

### **Below is a summary of the main points:**

- There is no legal duty that requires school staff to administer medicines.
- Children should not attend school if they are unwell. However, there are times when children will have short term medical needs such as needing to finish a course of antibiotics, or long term medical needs which needs to be controlled through medication.
- Where a child has a long term medical need, a written Health Care Plan will be drawn up with the parents.

The following guidelines address the procedures for managing prescription medicines on a short term basis during the school day:

### **Managing Medicines**

- Parents/Carers should provide full written information about their child’s medical needs.
- Medicines should only be taken to school where it would be detrimental to a child’s health if it were not administered during the school day. For medicines needing to be taken 3 times a day they could be taken in the morning, after school hours and at bedtime.
- The school will not accept medicines that have been taken out of the container and originally dispensed, nor make changes to the prescribed dosages.
- Staff should never give non prescribed medicine to a child. Non-prescription medicines will not be administered by school unless this is part of an Individual Health Care Plan, involving specific prior written permission from the parents/carers.
- Some medicines prescribed for children (e.g. methylphenidate, known as Ritalin) are controlled by the Misuse of Drugs Act. Members of staff are authorised to administer a controlled drug, in accordance with the prescriber’s instructions. It is permissible for schools to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.
- Medicines should always be provided in the original container as dispensed by the pharmacist and include prescriber’s instructions for administration.
- The member of staff administering the medicine will check:

- ❖ The child's name
  - ❖ Prescribed dose
  - ❖ Expiry date
  - ❖ Written instructions provided by the prescriber on the label or container
- The school will refer to the DfE/LA guidance documents when dealing with any other particular issues relating to the managing of medicines/medical conditions.
  - When a child is on a school trip the group leader is responsible for ensuring that the medication is given to a responsible adult accompanying the trip.
  - The school will support children, wherever possible in participating in physical activities and extracurricular sport. Any restriction on a child's ability to participate in PE should be recorded on their Health Care Plan. The school will share medical information with external providers as necessary.
  - No child under 16 should be given medicines without their parent's written consent.
  - The medicine must be brought into school by a responsible adult and given personally to the office staff.
  - Medicines will be administered by a member of the school staff and appropriate records kept.
  - Medicines will be kept in a locked container (or the Head's office refrigerator for those medicines needing refrigeration).
  - Sharps boxes will always be used for the disposal of needles. Collection and disposal of the boxes will be arranged with the Local Authority.

## **Record Keeping**

Further to the appendices of the Wirral Local Authority policy, Bidston Village CE primary will use a simplified version of the guidance forms for administering medication.

November 2021