



WESTFIELD SCHOOL

Administering Medication

Policy & Procedure

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Reviewer	Nicki Gilbert
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Westfield accepts that there are certain circumstances in which requests may be made to deal with the administering of medicines to pupils at school, namely:-

- a) Cases of chronic illness or long-term complaints, such as asthma, diabetes or epilepsy.
- b) Cases where children recovering from a short-term illness are well enough to return to school but are receiving a course of antibiotics, cough medicine, etc.
- c) Generic pain relief such as paracetamol, either in liquid or tablet form, provided by parents for occasional use,
- d) PRN- a prescribed emergency dose of a behaviour modifying drug, under the advice of a psychiatrist and agreed by parents and professionals.

It is preferable that parents administer medication to their children, which could be effected by the child going home during a suitable break or by the parent visiting the school. If medication is prescribed in three daily doses, we would expect these to be administered from home, with no lunchtime dose required. However, in exceptional circumstances, or when four daily doses are required, a request in writing should be made for medicine to be administered to the child in school.

A number of named school staff, all of whom are also First Aiders, are trained in the administration of medication. In addition, key staff are trained in the administration of Midazolam/Diazepam in an emergency situation.

The following points constitute the schools' agreed protocol for the administration and safe storage of medication:

- If a pupil is taking regular medication, the school is issued with a specific prescribed allocation which is securely stored and administered throughout the term. All medicines are sent home during holiday periods.
- Medicines must be sent via a responsible adult and signed for by the appropriate class teacher/assistant.
- The child's parents or GP must supply clear and comprehensive written instructions as to dosage/frequency/method of administration.
- The contents should be clearly labelled with the pupil's name and dosage. Medicines should always be provided in the original container as dispensed by the pharmacist. School should never accept medicines that have been taken out of the container as originally dispensed, nor make changes to dosages on parental instructions. The number of tablets in a packet should be recorded on the signing-in sheet.
- On receipt of the medication the person receiving it should sign for its receipt, and the person delivering it will counter-sign it on handover.
- ALL medication should be locked in classroom medical cabinets, which are behind a locked door, to which keys are stored in a place inaccessible to pupils – but readily available (location displayed on front of cabinet). Spare keys are kept in the office safe.

- When administering medication, a second person will ratify the process: both to sign the drug chart and to confirm the time and dose of administration stated.
- Out of date or unused drugs will be sent home. Staff should not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term, or staff send them home via a responsible adult and handed to the parent/carer or escort, who will sign for their receipt.
- Non-prescription medicines will not be given to a child unless there is specific prior written permission, stating the named generic medication and authorisation for the administration of a stated dose. Where the head agrees to administer non-prescription medicine, it will be in accordance with the policy.

For further guidance refer to Managing Medicines in Schools and Early Years Settings Department of Health March 2005, also Supporting Pupils at School with Medical Conditions DfE December 2015.

- Any queries concerning medication or its administration should be raised IMMEDIATELY with the Headteacher or Deputy who will then contact
 - a) the parent guardian
 - b) the pupil's GP

A separate policy defines the procedures to be undertaken when administering buccal Midazolam.