

## LOWERCROFT PRIMARY SCHOOL

### Administration of Medicines Procedures

All medicines and drugs are potentially dangerous and we need to be extremely cautious with respect to their use. It is not a policy of our school to administer medicines to children unless it is necessary in order for that child to sustain a normal routine in school. Lowercroft School has implemented the following rules for the receipt and administration of medication during school hours.

Any medication to be administered by school staff must be prescribed by a medical practitioner and be brought to school in the original packaging complete with the prescription label. *The only exception being travel sickness medication that may be required for educational visits offsite.*

#### WHO WILL ADMINISTER MEDICINES?

**GENERAL MEDICATION** There is a nominated member of staff responsible for the administration of general medication to pupils. Short term /temporary medication will be administered by this nominated member of staff. In their absence medication will be administered by an approved first aider.

**REGULAR AND SPECIALISED MEDICATION** The nominated member of staff will not be responsible for the day to day care of children with long term / complex medical conditions. Individual arrangements will be made in these cases following the completion of the pupil's Healthcare Plan (MED1).

- **Regular daily medication** Pupils who need regular daily medication will have their medication given by a nominated person as stated on the pupils Healthcare Plan MED1.
- **Specialised medication** Pupils who require specialised medication (eg Insulin) will have their medication administered by a named, trained member of staff who will be accompanied by another authorised trained member of staff to oversee the procedure. Details of dosage will be made in accordance to the pupil's Healthcare Plan (MED1).

**OFFSITE VISITS** A nominated member of staff will be responsible for the administration of any medication required by pupils during offsite visits. The Educational Visit Risk Assessment will detail the arrangements for the storage and administration of medication whilst offsite.

#### SAFETY OF MEDICINES IN SCHOOL

Medication should be brought into school by the child's parent / carer via the school office and handed to a member of staff. The parent / carer must complete and sign the 'Medication in School' (MED3) form. **Under no circumstances can a child bring medicines into school themselves or carry them whilst in school.**

At Lowercroft we will administer medicine where the dosage is **4 or more times a day**. Unless otherwise stated the lunchtime dosage will be at 12noon.

The nominated person will inform the class teacher if a pupil requires medication during school hours.

For safety reasons, medicines including epi-pens are stored in the staffroom either in the medicine cabinet or fridge if refrigeration is required. The medicine cabinet is kept locked with the key readily available to staff.

Asthma medication prescribed as *when necessary*, such as Ventolin and Intal that require the use of an inhaler, can be administered by the child under the supervision of an adult if the child is competent to do so. An Asthma medication form (MED 4) must be completed by a parent / carer giving details of dosage and emergency procedures etc. Inhalers will be kept in a clearly labelled medical box in the pupil's classroom.

Any unused medicines will be returned to parents at the end of the course of treatment or at the end of the Summer term in the case of long term/emergency only medication. Any medicines not collected by parents will be taken to a local pharmacy by the nominated person for disposal.

#### RECORD OF MEDICATION

- All nominated staff members will check medication details on the MED3 form and medication label before administering any medicines.
- A record of administered medicines will be made on MED2 form.
- Completed medication forms will be filed and kept in school for reference.