

ST JOHN THE EVANGELIST C E AIDED PRIMARY SCHOOL

PROTOCOL ON THE ADMINISTRATION OF MEDICINES (This Protocol is applicable to all departments of the school including The Out of School Club)

- The Headteacher and Bursar, have agreed with the Governing Body that they will undertake, in exceptional circumstances, to administer medication should this need to be given during the course of the school day (i.e. 8.55 – 3.20 pm).

Prescribed medicines

- The School will only accept medicines that have been prescribed by a doctor, dentist or nurse prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescribers instructions for administration. **We will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parent's instructions.**
- **In the event that medicine needs to be given during the school day -** The school must receive a written request from the parent giving clear instructions regarding required dosage. The necessary form should be completed by the parent whenever a request is made for medicine to be administered on each and every occasion.
- Note School staff will not administer topical creams or eye drops
- Medication is to be retained at all times in the school office and will be administered from same. Medication which needs to be kept refrigerated, when it will be placed in the office refrigerator. Parents should collect medication in person at the end of each school day from the Office.
- **No child under 16 should be given aspirin or medications containing ibuprofen unless prescribed by a doctor**

Non- Prescribed Medicines

- Staff should never give a non-prescribed medicine to a young person unless there is a specific prior written agreement from parents and accompanied by a doctor's (or Health Professional's) note. However during and Educational Visit involving a residential or overnight stay an appropriate pain/flu relief may be administered so long as the parent has given consent and specified the medicine on the **'Parent/Guardian Consent for an Educational Visit'** form which is available in Appendix 6 of the Educational Visits and Overnight Stays' guidance note.

Record Keeping

- Any medicine administered will be logged in the medicines log which is located in the school office. Except for with children with Diabetes where this is logged in the child' own log book.

Long-Term Medical Needs

- Children with Diabetes and any other long term medical condition have a care plan which is regularly reviewed .

Controlled Drugs (Controlled by the Misuse of Drugs Act)

- The headteacher or bursar may administer a controlled drug to the young person for whom it has been prescribed (in accordance with the prescriber's instructions). Such drugs will be kept locked up in the filing cabinet in the office.

Disposal of Medicines

- All Medicines, including controlled drugs, will be returned to the parent, when no longer required, for them to arrange for safe disposal. They should also collect medicines held at the end of each term.

Educational Visits

- Risk assessments prior to a visit consider the medical needs of all children. Arrangements are made to ensure health plans are carried out
- Medication should not be administered in the Out of school club unless by prior agreement with the Headteacher

Exceptions

Asthma inhalers

Asthma inhalers to be retained by Class Teacher and use supervised.

Children with Diabetes

As per their personal protocol which will be reviewed annually as they develop.

Children with allergic reactions – epi-pen users

As per their protocol held in the school office.

Reviewed Jan 18 CW