



# **Rudston Primary School**

## **Managing and Administering Medicines in the School Setting and Accident Procedure.**

**Date: January 2023**

**This policy and all school policies are produced in accordance to  
guidance set out in our school legislation and guidance policy.**

**Approved By Governors: January 2023  
Review Autumn Term 2025**

### **Our Mission Statement:**

To develop a love of learning,  
enabling all children  
to reach their full potential.

\* Respect \* Resilience \*  
\* Responsibility \* Enjoyment \*  
\* Challenge \*

### **Safeguarding Statement:**

“Rudston Primary school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

## **Managing and Administering Medicines in the school setting policy and accident procedures**

**Rudston Primary School gives the highest importance to the safeguarding and welfare of children. Please also see the school's Safeguarding Policy.**

### **Purpose**

1. To create a learning environment for safeguarding and promoting the welfare of children.
2. To create a working environment for safeguarding and promoting the welfare of school staff.
3. To put into place, procedures that safeguards and promotes the welfare of children.
4. To make efficient arrangements for checking correct administering and recording of medicines to children in school.
5. To verify the processes for accurate recording of administration of medicines
6. To provide clear guidance on the management of emergency incidents.

### **Health Care Plans**

Children with long term medical complaints requiring medication should have a Health Care Plan. This is prepared by the school nurse in agreement with the parents/carers. Teachers should familiarise themselves with children in their class that have a Health Care Plan, its contents and the medicines to be administered.

**Medicines** - sometimes a request is made by parents to administer medicine. There are some important points to bear in mind when such requests are made.

Legally and contractually no member of staff can be required to administer medicine although in most cases they may be prepared to do so. We encourage parents, where possible, to make every effort to administer medicines themselves without the need for Rudston Primary School staff support. However, we recognise that this may not always be possible.

Each request is considered on its merits but usually medicines may need to be given in school.

- In cases of chronic illness or long-term complaints, e.g. asthma, diabetes, epilepsy.
- In cases of extreme emergency, e.g. epi-pen in response to anaphylaxis.
- In cases where children are recovering from a short-term illness and are well enough to return to school but are still receiving a course of antibiotics, cough medicine etc.

Parents are able to visit school at a given time throughout the day, in particular lunchtime, to administer medicine if required. Otherwise, a consent form must be filled in which gives clear instructions regarding the required dosage, **Appendix 1 Form A**. In such cases, school will only administer medicines prescribed by the doctor. No medicines can be given to children without written parental consent.

The medicine must be brought to school by an adult, not the child, and given to the appropriate member of staff.

The medicine itself must be prescribed by the doctor and clearly labelled by the parents with contents, child's name, and dosage with an indication of the time of day it should be taken. The medicine must be kept in a safe place out of reach of other children; this will probably be the school office, medicine cupboard or fridge in the staffroom.

The medicine should be self administered where possible under teacher or school staff supervision. When taking medicines during the school day a record must be kept using **Appendix 2 Form B**.

School cannot take responsibility for administering certain medicines:

- Which are dangerous.
- Where the timing or nature of administration are of vital importance and where serious consequences could result if a dose is not taken.
- Where some technical or medical knowledge is required.
- Where intimate contact is necessary.
- Injections can only be administered by a qualified nurse or doctor. In these circumstances, procedures would have to be agreed between the Headteacher and the parents.

Children who have been prescribed anti-biotics should remain absent from school during the first 48 hours in case they suffer from a reaction.

**Inhalers** - most children are able to look after their own inhalers and use them when necessary. These children would ask their class teacher to store these in a safe, designated place. In the case of our younger pupils, inhalers may be kept in the classroom out of children's reach in designated medicines box and administered by an identified member of staff. The medicine should be self administered where possible under staff supervision. No medicines can be given to children without written parental consent.

**Accidents in School** - minor accidents are dealt with by the qualified First Aiders on the staff. It is the responsibility of the person administering First Aid to ensure an accurate entry into the accident book and that the parents/carers are informed; the accident book is stored in the staffroom.

If a more serious accident occurs, we arrange for children to be taken to Accident & Emergency for treatment. Should we be unable to contact parents, a member of staff would take or accompany the child in the ambulance whilst we continue to contact the child's parents/carers.

If parents still cannot be contacted at this point, the member of staff accompanying the child will follow the medical advice given as long as this does not knowingly override known parental wishes.

For these reasons, it is very important to keep us up-to-date on emergency contact numbers.

### **Medical Waste**

Disposal of contaminated items should be taken very seriously. Clinical waste, including gloves, wipes etc should be disposed of carefully; this can normally be done in standard bins, but where evidently necessary, the waste should first be tied in a nappy sack before disposal. Any needles/sharps should be immediately placed in the yellow “needle” bin, e.g. for those children with diabetes.

### **In cases of emergency**

Very occasionally, there may be a critical incident, for example where a child is suffering an anaphylactic shock. In such cases, it is important to:

- Call 999 and ask for an ambulance
- Call for the First Aider
- Stay with the child and provide reassurance
- Administer medicine as prescribed on the Health Care Plan
- Call the parents/carers

Rudston Primary School has two defibrillators on the premises in the event of an adult or child suffering from a heart attack or cardio – arrest, currently 12 members of staff are fully trained to use the defibrillator. It must only be used by the trained staff. One is stored in the school office and one in the staffroom, both in a secure place and are fully charged. They will be used in accordance with the instructions and training given in the event of an emergency.

This policy contributes to the safeguarding of our children and is underpinned by our safeguarding statement :

**“Rudston Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”.**

Agreed by Staff:	September 2017
Approved by Governors	September 2017
Review Date	September 2018

## **APPENDIX 1 FORM A**

**Rudston Primary School**

**REQUEST FOR THE SCHOOL TO GIVE MEDICATION**

Dear Headteacher

I request that .....(Full name of Pupil) be given the following medicine(s) while at school:

Name of Medicine	Duration of Course	Dose Prescribed	Date Prescribed	Time(s) to be given

The above medication has been prescribed by the family or hospital doctor. It is clearly labelled indicating contents, dosage and child's name in FULL.

**I understand that the medicine must be delivered by a nominated responsible adult**

.....  
**and accept that this is a service which the school is not obliged to undertake and also agree to inform the school of any change in dosage immediately.**

Signed (Parent/Guardian):.....

Address: .....

.....

Date: .....

**NOTE:** Only medicines prescribed by a G.P. will given. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.

This agreement will be reviewed on a termly basis.

The Governors and Headteacher reserve the right to withdraw this service.  
Signed (School representative):..... Date: .....