



St Martin's School Administering Medication Policy



Policy Aims

To provide clear guidance on the administration of both prescribed and non-prescribed medication in school including permissions, responsibilities, processes and record keeping.

Introduction

Where possible medication should be given outside of school. However, all children should be able to attend school regularly. Neither their medical condition or the medicine they need to take should act as a barrier to their learning. They should be able to play a full and active role in school life. Our effective system will allow your child to attend school safely, you to feel supported and St Martin's staff to be trained and confident in their role.

Permission and responsibility

The school can not administer any medication that has not been provided by the parent with express written permission. This includes other children's inhalers and epi-pens. In order to provide permission for emergency medication or medication of regular or long-term conditions; at the point of entry to St Martin's, upon a new condition arising or if deemed necessary in a school trip risk assessment, an individual health care plan (IHCP) must be completed and approved by a healthcare professional. These will be reviewed annually or at the time of any changes in condition, treatment or medication. It is the responsibility of the parent to ensure that the school has fully up to date information and provision regarding their child's medical needs, replacing expired medication.

Storage and disposal

Emergency medication is kept with the child. Access to appropriate storage, including a fridge and secure cupboard, is provided for other medication. Controlled drugs are kept in a lockable cupboard in the office with Mrs Jacobs. Children know where their medication is and they, or a member of staff, can access these immediately when required. Medications will be returned to parents to dispose of safely. Any sharps used in school will be disposed of safely using a sharps bin provided by a parent or health professional.

Treatment and Medication

Children will be supported in all areas, including their social and emotional wellbeing, of managing any medical condition and will not be prevented from drinking, eating or taking toilet breaks in order to do so. The school will only accept prescribed medicines if they are in-date, labelled, and in the original packaging, including instructions for administration, dosage and storage. Insulin must still be in-date but may be provided to schools in appropriately labelled pens or pumps for administration. Non-prescription medicines should be in their original packaging with written consent and information for administration. A child under 16 years of age will never be given medicine containing aspirin unless prescribed by a doctor.

Administration and record keeping

As part of induction, all staff, including supply staff, are aware of all children on medication including those who may require support with medication. Children are encouraged and supported to self-manage their medication wherever possible. The level of support and member of staff responsible, will be recorded in the IHCP. If a child refuses to take their medication or carry out the medical procedure, we will not force them to do so; parents will be contacted. In order to support every child, Mrs Mbah will ensure an appointed person has an understanding of the specific medical conditions, their implications and preventative measures and provide awareness training. As the administration of injections, pessaries and suppositories represents intrusive nursing, they will not be administered by any member of staff unless appropriate medical training is given. For children with emergency medication, staff are trained in administration in case they are too unwell to self-administer. If emergency medication is administered, both parents and the emergency services will be contacted. We keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. These, IHCPs and records of emergency and controlled drugs are located with Mrs Jacobs in the office; these are monitored and maintained regularly by Mrs Doherty.

Written by: Mrs Mbah (Head Teacher)
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Ratified by: Governing Body
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