



St Hilda's School  
HARPENDEN  
*Caring, Curious & Confident*

## First Aid – Administration of Medicines Policy

### Important Note

Unless otherwise stated, all Policies of St Hilda's School apply to the school in its entirety. This comprises all staff and pupils in the Early Years Foundation Stage (EYFS), the Junior School (Key Stage 1) and the Senior School (Key Stage 2).

**REVIEW DATE:** September 2022

**REVIEWED BY:** Dan Sayers (Headmaster)

**SIGNED:** *Dan Sayers,*

**DATED:** 23.09.2022

### INTRODUCTION

As part of the Government's agenda to improve the lives of children and young people and in accordance with the School's responsibility for health and safety, an administration of medicines policy has been established. Most children at some time will have short-term medical needs such as a course of antibiotics, whilst others have long term needs including asthmatics, diabetics and those with anaphylaxis.

### AIMS

- To ensure the safe administration of medicine in school
- To support children with medical needs requiring medicines in school
- To ensure that parents and guardians are aware of their responsibilities
- To ensure that all school staff are aware of their roles in the administration of medicine

### OBJECTIVES

There is no legal requirement for a school to administer medicines within the school setting. The aim of this policy is to provide a framework for clear and robust guidance for the safe administration of medicines. In order to achieve this, the school believes that a clear policy on the handling and administration of medicines in school is necessary to safeguard all of the pupils in our care.

Administering a medicine in school can help to ensure regular attendance of a child that otherwise may not be able to attend school because of medical needs. This includes short-term needs such as finishing a course of antibiotics, or the administration of a regular analgesia as advised by a doctor. It would also



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include children with long-term needs such as asthma, diabetes, epilepsy and anaphylaxis who may require regular medicine or medicine in an emergency situation.

Protocols pertaining to the administration of medicine, first aid, and long-term medical conditions should be available to all parents through the Parents' Handbook. All parents and guardians should be familiar with school policies and their role in supporting and endorsing them.

Anyone caring for children including teachers, classroom assistants, Nursery Nurses and other support staff, have a duty of care to 'act like any reasonably prudent parent'. Within the school, a member of the office staff will usually be responsible for the administration of medicine in the school office.

### **GUIDELINES FOR ADMINISTRATION OF MEDICINE**

Medicines should only be taken to school if absolutely necessary and it would be detrimental to the child's health not to do so. Only medicines that have been prescribed by a doctor, dentist or nurse or pharmacist prescriber should be given. However, St Hilda's School agrees to the administration of non-prescription medicine **ONLY** with specific prior written consent from the parents. This includes cold and pain reliever remedies, all over the counter creams and lotions and anti-histamines. It is imperative that all medicines are handed in to the school office during school hours (see below).

**ALL MEDICINES SHOULD BE IN THEIR ORIGINAL CONTAINERS WITH PRESCRIBER OR MANUFACTURER DETAILS – CHILD'S NAME, DOSAGE, EXPIRY DATES AND WRITTEN INSTRUCTIONS - CLEARLY INTACT. THE PATIENT INFORMATION LEAFLET SHOULD ALSO BE ENCLOSED.** This is a statutory requirement under The Human Medicines Regulations 2012.

Appropriate written authorisation must be gained from the parent or guardian before the administration of any medicine. The authorisation form (Medication Administration Record - MAR) can be obtained from the School Office. This again is a mandatory requirement under the Human Medicines Regulations 2012. The authorisation must also be in line with the prescriber's instructions.

#### **Written Authorisation information should include:**

- The date
- Name of child and medication
- Condition being treated
- Prescribed dosage and frequency (eg, 2 x daily for two days)
- Method of administration eg: lotion to arms etc.
- Expiry date

Parents must always keep the school informed of any medical conditions affecting their child and provide regular updates of their condition and changes in medication if it is long term.



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Records of the administration of any medicine must be kept. The staff member supervising the administration of medicine needs to document the date, time, child's name, name and dosage of the medicine and whether administration was complete. Refusal to take medication should also be documented and the information passed on to the parents. Children must never be forced to take a medicine. Records should not be routinely destroyed but kept by the school.

All medicines must be handed in to the School Office for safe storage. If pupils hand their medicine to the class teacher it is then forwarded to the School Office. Medicines that require refrigeration are stored in a designated fridge in the school office. Spare individual inhalers and EpiPens are always accessible in the school office. All short-term medicines should be returned home with the child and parent/carer at the end of the school day. There is provision to store the medicines that may be required occasionally or regularly such as pain relief for migraines, period pains or more long-term medical conditions.

**PUPILS SHOULD NEVER CARRY THEIR OWN MEDICINE IN SCHOOL UNLESS AN INHALER OR EPIPEN. MEDICINES SHOULD NEVER BE SHARED WITH OTHER PUPILS.**

If a child requires medication off-site this should be arranged with the child's teacher or trip leader. It is possible for a designated person to supervise the administration of a medicine out of school. Children with long-term medical needs are not excluded from out of school activities and inhalers, EpiPens and insulin will always accompany the child as appropriate.

All staff should be familiar with the authorisation information required to safely administer a medicine (see **Guidelines for Administration of Medicines**).

Information regarding a child's medical condition is shared with appropriate members of staff and is noted on our MIS (Engage). However, confidentiality is maintained and information is not routinely divulged.

#### **ERRORS IN THE ADMINISTRATION OF MEDICATION**

Should an error have occurred in the administration of a medication (e.g. wrong medication, wrong dose) this should not be covered up. The error should be reported to a senior member of staff and to the parent. The error should be documented on the MAR and if necessary the GP contacted, or 111 called.

#### **MONITORING AND EVALUATION**

Staff will be kept up-to-date with the medical conditions of all girls as required in weekly staff meetings and staff bulletins, with medical lists updated as medical conditions arise.

First Aid training for staff will be reviewed regularly and attendance at training sessions encouraged.

**This policy will be reviewed every two years, by the Senior Management Team, in line with the school's review schedule for policies.**



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## Medication Administration Record (MAR)

(Please complete using black ink)

Name of child	
Form	
Date medicine provided by parent	
Name and strength of medicine	
Expiry date	
Dose, timing, frequency of medicine	
Method of administration	
Reason required	

Staff signature

(Do **NOT** accept / administer if pharmacy label or original container is missing, patient information leaflet must be enclosed)

Signature of parent

(to give consent for member of staff to administer medication)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			