

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



PARKSIDE
SCHOOL

Edition: 7 February 2020

ADMINISTRATION OF MEDICINES POLICY

**This policy is applicable to the whole school,
including the Early Years Foundation Stage (EYFS)**

References:

ISI: Commentary on the Regulatory Requirements 2019-09 (September 2019)
Keeping Children Safe in Education (September 2019) (*KCSIE*)
Working Together to Safeguard Children (August 2018) (*WT*)
Statutory Framework for the Early Years Foundation Stage (Childcare Act 2006) (revised April 2017)
Education (Independent Schools Standards) (England) Regulations 2014
DfE Guidance: First aid in schools (updated February 2014)
HSE: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (2013) (*RIDDOR*)
Health and Safety at Work Act 1974 (and all subsequent additions)

1. Introduction

Parkside School (the School) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people.

2. Scope of this Policy

This Policy applies to all pupils at the School. Whilst parents retain responsibility for their child's medication, the school has a duty of care to the pupils at school, and will do all that is reasonably practicable to assist pupils who are ill, fall ill or are infectious.

3. Aims

- To promote the good health of all pupils at the School.
- To implement the policy for the administering of medicines and have systems to keep information up to date.
- To provide training for staff where medical or technical knowledge is required.
- EYFS: To have a procedure in the EYFS that has been discussed with parents for responding to pupils who are ill or infectious.

Links to other policies

- Concussion Management Policy
- Disaster Recovery Plan
- Educational Visits Policy
- First Aid Policy
- Health & Safety Policies
- Safeguarding Policy

4. Guidelines

- Prescription medicines are not administered unless prescribed by a doctor, dentist, nurse or pharmacist.
- Medicines containing aspirin **must be** prescribed by a doctor.
- Details of individual medicines to be administered (both prescription and non-prescription) together with signed permission from the parent(s) is obtained on an 'Administration of Medicines' consent form (see Appendix 2). A new form with permission signature and details is completed for each new treatment. The Administration of Medicines consent forms are held on file by the Reception Team (Primary First Aiders) in the Medical Room.
- A written record is kept each time School medicine (e.g. Calpol, children's Nurofen) is administered to a child, with a copy sent home to parents. Parents are also informed immediately by telephone/email to advise that medicine has been administered.

5. School records and consent.

and in the original container in which they were dispensed. They should include the prescriber's instructions for administration. The prescribed medicines will not be used if they are out of date.

The School will only administer prescription medicines that require technical/medical knowledge after individual training has been provided from a qualified health professional. Training should be specific to the individual child concerned. The School will not deal with any requests to renew the supply of the medication; this is entirely a matter for the parents.

If the pupil is required and able to administer his own medicine (e.g. inhaler for asthma), the School Reception Team (Primary First Aiders) will check that the pupil fully understands what has to be done, and will supervise the administration. Medication will be kept under the control of the School Reception Team (Primary First Aiders).

8. EYFS Administration of the Medication Procedure

- Pupils Procedure - medication takes two forms:
 1. Regular medication for an ongoing condition, e.g. asthma;
 2. A short course of prescribed medication, e.g. antibiotics;
 - Parents must fill in a permission form **EYFS - Short term administration of medical treatment** which includes times and dosage (see Appendix 1);
 - Only staff that hold current paediatric first aid training are able to administer medicine;
 - The member of staff administering must fill in and sign the form;
 - The parent must also sign the form to acknowledge at the end of the school day;
 - Medicine must be in original packaging with clear instructions for dosage amounts and times. Staff can only administer the stated dosage at the stated time;
 - A copy of the Form must be made and kept by the Nursery office/in the Pre Prep office in the Administration of Medicines file.
- Storage of Medicines:
 1. All medication will be kept in the medication box in the Nursery office/Pre Prep staffroom, unless it needs to be stored in the fridge, or inhalers which can be kept to hand in a safe location in classrooms;
 2. All medication should be clearly labelled with the child's name and dosage information;
 3. Medicines will not be disposed of at School, but will be returned to parents for disposal.
- Staff Procedure (EYFS):
 1. Any member of staff needing to take medication will need to meet with the Head of EYFS to ensure they are fit to work with children and that it won't impair their ability to care for small children. This is monitored on a regular basis;
 2. All EYFS Staff complete an 'Administration of Medicines' Form if they are taking or administering any medicines whilst at work;
 3. Medicines will be stored in a Tupperware box kept in the staff fridge in both Nursery and Pre-Prep.

9. Use of Auto-injectors (See Appendix 3)

10. Monitoring, Evaluation and Review

This Policy is monitored, evaluated and reviewed on an annual basis by the Senior Leadership Team.

JD

Reviewed: Summer Term 2019

Approved by Health & Safety sub-committee: 17.5.19

Approved by SLT: 10.1.20

Next review: Spring Term 2021

Appendix 1: EYFS Administration of Medicines Form



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The following Form is for Early Years use only.

EYFS - Short term administration of medical treatment

Medicines administered in the setting will usually be prescribed by a health professional.

They should be in their original packaging with the date, dose and batch number clearly visible.

You should complete a new form and get new permission for each new treatment.

Name of child			
Reason for administering medicine			
Type of medicine to be administered			
Date medication starting			
Date medication to finish			
Signature of parent or carer		Date	
Signature of childcare provider		Date	

Date and time medicine was last administered by parent or carer	Signature of parent or carer	Date, time and dose for medicine to be administered by Provider	Signature of staff member administering medicine	Signature of parent or carer



Prep and Pre-Prep - Short term administration of medical treatment

Medicines administered in the School will usually be prescribed by a health professional.

They should be in their original packaging with the date, dose and batch number clearly visible.

You should complete a new form and get new permission for each new treatment.

Name of child			
Reason for administering medicine			
Type of medicine to be administered			
Date medication starting			
Date medication to finish			
Signature of parent or carer			Date

Date	Time	Dose	Signature of staff member administering medicine	Signature of parent or carer



Policy on the use of Auto-injectors

1. Aims

- Anaphylaxis is an extreme reaction which needs urgent medical treatment.
- The cause is usually food; particularly nuts, fish and dairy products, but wasps and bee stings can also cause a reaction.
- To ensure that arrangements are in place for taking the appropriate action.
- For informing parents, staff and other appropriate persons of the action taken.

2. Symptoms

- Symptoms of a severe allergic reaction include: a metallic taste; itching in the mouth; swelling in the face, throat, tongue and lips; difficulty in swallowing; flushed complexion; abdominal cramps and nausea; a rise in heart rate; wheezing or difficult breathing; collapse or unconsciousness.
- Schools should bear this risk in mind at break and lunchtimes and in science lessons.

3. Administration

- People, no matter how young or old, are all shown how to use an auto-injector when it is prescribed for them.
- All staff are made aware of this Policy through their induction procedures and reminders at INSET.
- Members of staff in key areas of the School are aware of which pupils have allergies, recognise the symptoms for anaphylaxis and understand the appropriate measures to be taken.

4. Auto-injectors Expiry Date

- An Auto-injector dose only lasts for one year. Consequently, the Receptionist checks all Auto-injectors expiry dates at the beginning of each academic year with the parents of the children with Auto-injectors.

May 2019