



**Northfleet School for Girls
Co-Operative Learning Trust**

**POLICY ON
FIRST AID
ADMINISTRATION
OF MEDICINES**

Date of Policy:	July 2010
Member of staff responsible:	Mrs L Ringrow, Lead First Aider
Reviewed:	July 2020
Review Date:	July 2022

POLICY STATEMENT

Northfleet School for Girls will undertake to ensure that with relevant legislation and guidance in *Health Guidance for School* with regard to procedures for supporting children with medical requirements, including managing medicines.

It is our policy to ensure that all medical information will be treated confidentially and responsibly by the school. All administration of medicines is arranged and managed in accordance with the *Health Guidance for Schools* document. All staff have a duty of care to follow and cooperate with the requirement of this policy.

AIMS AND OBJECTIVES

Our administration of medicine requirement will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - non-prescribed medicines
 - maintenance drugs
 - emergency medicine
- Providing clear guidance to all staff on the administration of medicines.
- Ensuring that there are sufficient numbers of appropriate trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

ADMINISTRATION

The administration of medicines is the overall responsibility of the parents. The Headteacher is responsible for ensuring children are supported with their medical needs, whilst on site, and this may include managing medicines where appropriate and agreed with parents.

PROCEDURE FOR ADMINISTRATION

Prescribed medicines

It is the School's policy to manage prescribed medicines (e.g. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents.

Non prescribed medicines

It is our general policy not to take responsibility for the administration of non-prescribed medicines, (e.g. paracetamol) as this responsibility lies with the parents.

On occasions when children require paracetamol/ibuprofen it is our policy to administer providing the parent has been contacted by telephone or that written consent from the parents has been received in advance and administration is in accordance with guidance provided in the *Health Guidance for Schools* document.

Anti-histamine is held by the school and may be administered by the school upon receipt of verbal agreement by the parent for extreme hay fever or insect bites.

Maintenance drugs

It is our policy to manage the administration of maintenance drugs (e.g. insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written for the child concerned.

Emergency medicine

It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):

- EpiPen injections for acute allergic reactions
- Injections of Glucagen for diabetic hypoglycaemia

In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted.

Procedure for administration

When deciding upon the administration of medicine needs for children we will discuss this with the parents concerned and make reasonable decisions about the level of care required,

Any child required to have medicines will have an “administration of medicines/treatment” consent form completed by the parent and kept on file.

Individual health care plans will be completed for children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

For any child receiving medicines, a “record of prescribed medicines” envelope will be completed each time the medicine is administered and this will be kept on file. All medicines must be handed into the School reception where it will be passed to Mrs Ringrow (from whose office it will be administered) and students **should not carry medicines or pills/ capsules whilst in school.**

Students on crutches are also assessed and monitored under this policy to ensure their safety and that of others. The Crutches Assessment form is completed.

Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

STORAGE

The storage of medicines is the overall responsibility of the Headteacher who will ensure that arrangements are in place to store medicines safely.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

DISPOSAL

It is not responsibility of the staff of Northfleet School for Girls to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

“Sharps boxes” will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate by the School.

TRAINING

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source before commitment to such administration is accepted.