



St.Nicholas  
S c h o o l

## POLICY ON THE ADMINISTRATION OF MEDICINES

St Nicholas School is working towards the UNICEF Rights Respecting School Award and promotes rights respecting values in all its policies



*The Governing Body of St Nicholas School formally adopted*

*This Policy on 9<sup>th</sup> March 2017*

*It will be reviewed in March 2019*

Signed \_\_\_\_\_

Headteacher

Signed \_\_\_\_\_

Chair of Governors

## **St Nicholas School**

### **Policy on the Administration of Medicines**

We will make reasonable adjustments for disabled children including children with medical needs. Furthermore, in an emergency, all teachers and other staff in charge of children have a common law duty to act for the health and safety of a child in their care which may mean giving medicine or medical care.

The school will ensure that staff will be appropriately trained if they have to manage medicines as part of their duties.

The school nurse is the normal contact for information and training in the administration of specific medicines.

#### **Prescribed medicines**

Staff must not give any medicine to a child without written consent from the parent or carer. The parent or carer must complete and sign a consent form. Medicines must be provided with the signed consent form, in the pharmacist's original labelled container, direct to the designated person. A new consent form must be provided each time there is a change to the medication or dosage. The parent/carer is responsible for ensuring that sufficient medicines are provided and that they are not out of date.

First Aiders in school will keep a record of dates and remind parents if they discover that a medicine has expired or is due to expire.

Staff who give medication will do so with reasonable care. They should check with the child or parent what other medications they take and what has been taken recently before giving anything. If there is any doubt, they seek medical advice from the school doctor or nurse before administering the medicine.

To avoid the risk of giving a double dose, only one member of staff at any one time should be responsible for giving medicines. They must be relieved from other duties while preparing or giving the medicine, to reduce likelihood of error.

Certain medicines require particular types of administration, eg those for epilepsy. These should only be administered by staff who have received specialist training. The school will periodically organise training for staff where administration of such medicines is more common.

When a child is given medicine, the school will keep a record of it. The record will include:

- The child's name
- The name of the medicine
- The dose prescribed
- The dose given, and how (pill etc)
- The name of the child
- The time and date it was given
- Name and signature of the person giving the medicine to the child.

Records must be retained by the establishment until the pupil is 21.

### **Asthma Inhalers**

If your child has an inhaler in school, you will receive a form, see appendix A, which you will need to complete and returned to school, completion of this form will enable the first aider to provide an emergency one-off salbutamol inhaler if there is an issue with their own inhaler.

If your child is in receipt of this emergency inhaler, you will receive a form, see appendix B from the school informing you of this.

### **Non-Prescription Medicines** (including herbal remedies)

There is a widespread misconception that non-prescription medicines are safe because they are available from newsagents and supermarkets. Each year thousands of people develop life-threatening conditions from these medicines because they do not understand the dangers. School staff may only administer the following non-prescription medicines:

- Travel sickness remedies (see further details below)
- Paracetamol - this may be given to children who are ten years old and over (see further details below)

Staff must not give other non-prescription medicines to children. This applies to educational visits (including residential) as well as in school. Sunscreen can be put on children because it is not a medicine however parents can ask for this not to be applied, or provide their own brand if they prefer.

### **Storage of Medicines**

Medicines should be stored in classrooms locked in first aid boxes. Teachers will have keys to these. On school outings medicines should be carried by a member of staff in specific medical bags.

### **Travel Sickness Remedies**

If a child needs to take medicine to prevent travel sickness on an educational visit, the school may give it with the parent or carer's written consent. The travel sickness medicine must be provided in the original packaging, with manufacturer's instructions included. It must be stored and administration recorded as prescription medicines. It must be suitable for the child's age and weight.

### **Paracetamol**

Paracetamol is a widely used drug for controlling pain and reducing temperature. Despite its prevalence, it can be very dangerous if taken inappropriately. Overdose requires immediate medical attention.

The Department of Health has carefully considered the benefits and dangers of administering this non-prescription drug in schools and settings. Administering Paracetamol to children under 10 is not recommended because the child will generally be unwell and should therefore be at home. For these reasons St Nicholas School would not administer Paracetamol in school unless there it forms part of an agreed treatment with written medical advice, and the child is over 10.

### **Paracetamol on Residential Visits**

If a pupil becomes unwell during a residential visit, it may be appropriate to administer paracetamol. The school will acquire written parental consent beforehand. The general guidance on paracetamol (above) should be followed but on a residential visit, it may be appropriate to administer Paracetamol to a child aged 10 or over. Dosage must be strictly according to the instructions on the packaging. Should paracetamol fail to alleviate symptoms and/or should staff have any concerns about a pupil's condition, they should not hesitate to get professional medical attention.

### **First Aid**

A sufficient number of staff will be trained in First Aid at work and Paediatric First Aid to ensure that the school is legally compliant.

In the event of injury a First Aider will be called to assess and provide treatment to minor injuries. The First Aider will also assess the need for Paramedics or ambulance. In the event of emergency services being called, parents will be informed immediately. Parents will also be informed in the case of a Head injury. For more minor injuries parents may be informed using the school contact book, although a call may be made in some circumstances.

Every class has access to a First Aid Box, and packs are also available for school journeys. A member of staff from each class is responsible for keeping the First Aid box complete.

For procedures on school visits, first aid procedures are covered by the school visits policy.

St Nicholas School follows the guidance in the DfES and the Department of Health document *Managing Medicines in Schools and Early Years Settings*. Staff who follow the DfES/DoH guidance and act in good faith, are covered by the County Council against personal liability from civil claims.

Headteacher \_\_\_\_\_ Date \_\_\_\_\_

This Scheme has been ratified by the Governing Body

Chair of Governors: \_\_\_\_\_ Date \_\_\_\_\_

*Reviewed March 2017*

## Appendix A



**St Nicholas School**

Reedham Drive

Purley

CR8 4DS

**Telephone:** 020 8660 4861

**Fax:** 020 8660 8119

**Email:** [Office@st-nicholas.croydon.sch.uk](mailto:Office@st-nicholas.croydon.sch.uk)

**Website:** [www.st-nicholas.croydon.sch.uk](http://www.st-nicholas.croydon.sch.uk)

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### Consent Form: Use of Emergency Salbutamol Inhaler

#### Child showing symptoms of asthma / having an asthma attack:

1. I confirm that my child has been diagnosed with asthma / has been prescribed an inhaler.
2. My child has a working, in date inhaler, clearly labelled with their name, which they will bring to school every day / leave an inhaler at school.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive Salbutamol from an emergency inhaler, held by the school for such emergencies.

Signed:..... Date:.....  
(Parent / Carer)

Name:..... (Print)

Child's name:..... Class:.....

## Appendix B



**St Nicholas School**

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CR8 4DS

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### Use of Emergency Salbutamol Inhaler

Date: .....

Child's name: ..... Class: .....

Dear Parent / Carer,

This letter is to notify you that your child has had problems with his / her breathing today. This happened: .....

\*A member of staff helped them to use their asthma inhaler.

\*They did not have their own inhaler with them, so a member of staff helped them to use the school's emergency Salbutamol inhaler. They were given ..... puffs.

\*Their own inhaler was not working, so a member of staff helped them to use the school's emergency Salbutamol inhaler. They were given ..... puffs.

(\*Delete as appropriate).

Although they soon felt better, we would strongly advise that they are seen by their own doctor as soon as possible.

Signed:  
First-Aider