



# Brentwood School

## PREPARATORY SCHOOL

### ADMINISTRATION OF MEDICINES PROTOCOL

*This protocol is applicable to all pupils in the Preparatory including those in the EYFS.*

#### Introduction

A Medical Questionnaire is completed when a child enters the School, identifying any medical issues or severe allergies. Parents are asked to advise the School should there be any change to the information provided, whilst pupils attend the School

Where your child appears unwell in the morning, please keep them at home as this helps to prevent the spread of infection. A child should not attend an outing from School if they are unwell. It is School policy to follow the Public Health England exclusion guidance in respect of communicable diseases. This can be found [here](#). The latest advice is that pupils with viral gastroenteritis should remain away from school until they have been symptom free for 48 hours.

When children are fit to attend School, but require medication to be given in School, parents must supply the medication in its original container/packaging so that the administration details are clearly visible. The medication must also be labelled with their child's name.

#### Consent

The procedure below is activated when a parent or person listed in emergency contacts presents themselves at the school office to deliver medicine. If this is not a parent, prior written permission from a parent must be presented with the medicine and inserted in the record book. **It is not sufficient for a carer to give authorisation for the administration of medicines.** Parents are always asked in advance for details of medication to be taken when pupils are taken on school trips.

#### Administration of Calpol

**Calpol is the only medication supplied by the School and is only administered if written consent is given and the procedure below is followed.** In the new pupil pack parents are asked to provide written permission for Calpol to be given. If permission is withheld this information is logged on child's medical notes and SIMS. The permission remains in force until the pupil leaves the Preparatory 3-11years or a parent withdraws consent in writing. ***Please note that aspirin must not be given unless prescribed.***

#### Recording of Administration of Medicines

The Medication Record Book is kept in school (3-7 years in the school office and 7-11 years in Matrons office.) The Preparatory 3-11 years Matron refers to the book to see

the medications required and to sign that the medication has been administered consistent with instructions. In the absence of matron or when pupils are on an outing, another member of teaching staff may follow the procedure below.

### **PROCEDURE FOR THE ADMINISTRATION OF MEDICINES**

When issuing a medication the following checks should be carried out: -

- That the medication is stored correctly i.e. out of pupils' reach, refrigerated if necessary.
- The reason for giving the medication should be established.
- There is prior **written** permission in the form of a signature from a parent or legal guardian giving staff permission to administer each and every medicine, including over-the counter medicines.
- The child's identity.
- Whether the pupil has taken any medication recently and if so what medication, to establish how long before they can take anymore.
- Whether the pupil has taken the medication before and if they have any known allergies to any medications.
- The medication is in date and prescribed for the child (unless over-the-counter).
- In the case of Calpol, whether permission for its administration has been withheld.
- The pupil should be watched, as they take the medication by the person issuing it.
- The pupil's name, reason for the medication, the medication issued, the dosage, the date and time must all be recorded in the relevant medical record book and initialled by matron or staff member administering, whether prescription or over the counter medication.
- Once medication is given, as well as entering details and signing the Medication Record Book, a medical slip with name of child, date, time, dosage and name of person who gave medication must be completed and given to class teacher to hand to person who collects child. Medical slips are held in the school office.
- The medical slip will also be used to record if a child refuses the medication.
- Medicines administered away from the school site are recorded in the Medication Record Book on return and a medical slip provided to the parent at the end of the day.
- At end of each school day in Preparatory 3-7 years the parent is responsible for collecting medicine from the school office. In Preparatory 7-11 years collect from matrons office,.

**IF THERE IS ANY CONCERN OVER THE ADMINISTRATION OF ANY MEDICINE, MATRON WILL MAKE EVERY EFFORT TO CONTACT PARENTS ON EMERGENCY CONTACT NUMBERS.**

#### Supporting Individual Children with Medical Needs

For children who require long term medication for conditions such as severe allergies, diabetes and asthma the following procedure should be followed once the School is informed of the condition:

1. Meeting with parent, Class teacher and Assistant, Head teacher and Matron to establish need.
2. Medication and care plan produced for pupil. This would include any self-administration instruction and controls as required.

3. Plan signed off by parents and displayed as appropriate:
  - Nursery children – Staff Room and Nursery Cupboard
  - Reception, Year One and Two - Staff Room and inside the child's classroom cupboard.
  - Years 7 – 11 in Matrons office.
4. Staff given necessary training to apply plan, for example how to use an epi pen correctly or assist with inhalers. Training given by matron and a record of attendees is kept by Matron.
5. Children who require inhalers as a precautionary measure will have this identified on their records and be known to Class Teacher and Cover Teachers so that inhaler is available if required. Matron will know through pupil's record. Other staff will know from medical condition list which is circulated at the start of each academic year and updated as appropriate.
6. Children with occasional eczema will have cream/ointment provided by parent in school to be applied by pupil under teacher supervision or with teacher assistance if child complains of mild irritation.
7. The administration of medication for pupils with medical needs will be reported to parents in a manner consistent with the child's care plan.
8. On school trips or going to swimming or, in the case of epi pens, going to the dining hall, it is deemed sensible for medication to be with the child and so is available in an emergency. In class situations the medication is held by class teacher in a translucent, labelled box in the class cupboard, out of pupils' reach.
9. Some medicines are controlled by the Misuse of Drugs Act and may be prescribed as a medication for use by children e.g. Methylphenidate. If a child were to be prescribed a controlled drug as medication and required it to be administered whilst they were in school then the procedure for the administration of medicines would be the same as any other medication but with the addition of the controlled medication being stored in the school's wall-mounted locked medicine cabinet in Matron's office. Only named staff would have access and authority to administer it to the child for whom it had been prescribed. A record would be kept for audit and safety purposes. Once a controlled medication is no longer required then it will be returned to the parent to arrange for safe disposal. If this is not possible then Matron will ensure that it is returned to the dispensing pharmacist.
10. Parents are responsible for ensuring that date-expired medicines are collected from the school and are returned to a pharmacy for safe disposal. Parents should also collect medicines at the end of each term. If parents do not collect all medicines, then they will be taken by Matron to a local pharmacy for safe disposal. If a child requires medication by injection then it is the responsibility of the parent to provide a sharps box for use in school for the safe disposal of needles. Parents will also be responsible to collect and safely dispose of their child's sharps box once it is full from school.
11. **Children are not allowed to carry medication on them in school (with the exception of Ventolin inhalers and epi pens).**

The Whole School First Aid Policy is available on the School website or on application from the School Office.