



YSGOL GYMRAEG FFWRNES
'Tanio'r dychymyg i greu dyfodol llwyddiannus'

Coedlan Denham, Llanelli, Sir Gaerfyrddin, SA15 4DD

Ffôn/Phone: 01554 758589

Ebost/Email: admin@furnace.ysgolccc.org.uk

Gwefan/Website: www.ysgolgybraegffwrnes.co.uk/ Twitter/Trydar: @YsgolFfwrnes

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'Administering Medication Policy'

The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights-respecting school we not only teach about children's rights but also model rights and respect in all relationships.

The Disability Discrimination Act requires schools to make reasonable adjustments to cater for the needs of children with disabilities. This includes children on long-term and even short-term medication. This Policy is to ensure that children with medical needs are properly cared for and supported while at school.

It is essential that all parents, not just those who have children with medical needs, understand our policy and what we are able to take responsibility for. The main points are:

- The school will only administer medicines prescribed by a doctor.
- Procedures for managing prescription medicines on trips and outings.
- Roles and responsibilities of staff managing and supervising the administration of medication.
- Responsibilities of parents in respect of their child's medical needs.
- The need for prior written agreement from parents before medicines can be administered.
- Policy on assisting children carrying and administering their own medication.
- Staff training.
- Record keeping.
- Safe storage.
- Access to emergency procedures.
- Risk assessment and management procedures.
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Managing medicines in school

The school will only administer prescription medication, that is prescribed to be taken more than three times a day. Medication that needs to be taken three times a day may be taken before school, after school and before going to bed. We will endeavour to administer prescription medication, whether the need is long term or short term, but request the following procedures for managing medication while it is on school premises and while we have a duty of care for the child. This covers:

- Supply (by parents)
- Storage
- Administration
- Disposal



Pennaeth/Head Teacher: Mr Steffan Jones
Dirprwy Bennaeth/Deputy Head: Mr Richard Thomas
Pennaeth Cynorthwyol/Assistant Head: Mrs Carys Lloyd



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Supply:

Before giving medication to any child we must have written agreement from the parents. This agreement must include the child's name, the name of the medication, the required dose and agreed time of administration. It must also be clear whether the medication is ongoing or to be taken up until a particular date. Any possible side effects need to be listed and / or the information leaflet that is normally supplied by the manufacturer made available.

Parents should bring the medicine into school and hand it to a member of school staff who should then record that it has been received.

It is essential that we only accept medication that is an original labelled container.

The member of staff receiving the medicine will check that the label indicates the name of the child, that the dose parents have stipulated coincides with that detailed on the label and that the medicine is 'in date'. Where the medicine is in tablet or capsule form, they will check the number provided.

Storage

Medicine can be classed as substances hazardous to health and are therefore stored securely. We are aware that some need to be stored at temperatures or away from light. This information must be on the medicine label and in the manufacturer's information leaflet. Most medicines will be kept in a locked cupboard. The key will be kept safely, but children will know where their medication is and who can access it.

If medicine needs to be kept cool, then it will be placed in a fridge in the staffroom where children cannot freely access it. Otherwise medicines will be stored in a labelled airtight container to keep them separate from food products.

Some emergency medication such as adrenaline pens (for children who suffer from allergies) and asthma inhalers will not be locked away as children need quick access to these.

All staff should receive training on the use of the epipen. They are also informed of procedures in an emergency. An appropriate task achievement is complete for its use. It is not part of a teacher's statutory duties but we endeavour to accommodate. In some circumstances administration could be delegated to a support assistant. In the absence of the teacher or support assistant the headteacher, deputy head or other teacher will administer (e.g. administering adrenaline pens) having received training from health professionals working with the school/child.

Administration

As a general guideline before administering medication to a child, the member of staff will:

- Wash their hands

Ensure that a drink is available if appropriate (some tablets can irritate and damage the throat and oesophagus if administered without a drink. Check the label on the medication: name of child, dose, route of administration (e.g. by mouth, into ear/eye,



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rubbed on the skin), any special instructions and expiry date.

It is the responsibility of parents to ensure the medication date has not expired. If there is any doubt about any procedure staff should not administer, but seek advice from parents or health professionals.

If a child refuses the medication, they will not be forced. Staff will try to encourage them or perhaps get someone else to try. Under no circumstances will we attempt to hide the medicine in food or drink, unless we have written permission from parents to do so.

Our Responsibility for administering medicines

We consider it poor practice to give medicines covertly, although in the rare cases where the health professionals judge that it is in the child's interests to do so, this will be acceptable. Some children do find tablets difficult to swallow so may be given them, with their full knowledge, in, for example, a spoonful of jam. In these circumstances parents must give written instructions. As some medicines can react with certain foods it is advisable that they have sought advice from their pharmacist that this procedure is acceptable.

Occasionally mistakes will happen. In most cases, whether it is a missed dose or a medicine given in error there will be no harm done. Parents should be contacted and the mistake explained to them. In case of a missed dose, it may be possible to give it at a later time. Where a dose has been given in error, it is important that the child is monitored for any reactions and medical advice will be sought if we are in any way concerned.

Disposal

Tablets and capsules are occasionally dropped on the floor or spat out. In these cases the tablets will be placed in a labelled envelope and returned to the parents. In no circumstances will it be flushed down the toilet or thrown in the bin.

When a child leaves the school, ceases to need medication or if a medicine has passed its expiry date, or that is unused, it will be returned to the parents. If this is not possible we will take it to a pharmacist for disposal.