



# **REGENT PRIMARY SCHOOL**

## **Administration of Medicines Policy**

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Reviewed by School Nurse: August 2022

Previous Review: August 2020

Approved by the Board:

## **GENERAL:**

The Regent Primary School seeks to promote the health and wellbeing of its students and staff. The School recognizes that many students will at some time need to take medication at school. Whilst parents/carers retain responsibility for their child's medication, the school has a duty of care to their students while at school, and The Regent Primary School wishes to do all that is reasonably practicable to safeguard and promote students' welfare.

The School Management has a duty to ensure that these policy guidelines are implemented within the school. The guidelines for the administration of medication, both prescribed and non-prescribed, have been drawn up to assign responsibility to the parties involved.

## **RESPONSIBILITIES:**

### **Staff Responsibility:**

- Establish an appropriate healthy school environment (classroom)
- Be aware of pupils with ongoing medical conditions, e.g., asthma, and the potential triggers and emergency responses.
- Ensure appropriate supervision for students that self-administer their medicine (e.g., inhalers) and report to the school nurse if any adverse reactions are observed.
- Ensure that medicines brought to school for the pupils are sent to the school nurse and a clearly written prescription on it.
- Pupils Suffering from chronic illness e.g., asthma may keep their own medication in the classroom and administer it themselves, when necessary, under staff/nurse observation – this must be done responsibly and not shared with or given to any other pupils
- Report to the school nurse any child with head lesions, skin and eye infection, such as child should be exempted from activities such as swimming and PE.

### **School Nurse Responsibility:**

- Ensure the appropriate administration of medication and other health management procedures for pupils with respect to their privacy and dignity.
- Ensure that parents complete all relevant medical information/records of students and inform the school in writing when there is any change.
- Obtain parental consent to administer medication from the school clinic.
- Ensure that staff is informed of warning signs, triggers and emergency responses for the health conditions of pupils requiring ongoing medication e.g., asthma, diabetes, allergies.
- Ensure an Individual Care Plan is in place for these students.
- Ensure that staff have access to basic skills and information about medication for health conditions known to be present in the school.
- Ensure that medication brought to school by a student has been prescribed by a Doctor or Pharmacist.
- Ensure that medication is clearly labelled with the student's name, time of administration and dosage.
- Ensure that medication is kept in a secure place at correct temperature (e.g., in fridge) and remains in the original dispensed container.
- Ensure that medication is available whenever required whether on the school grounds or outside school (e.g., excursions, camps, inter-school activities, etc.) and confirm the medication requirements of children travelling
- Ensure parents are informed of any head injuries e.g., Bumps, cuts etc.
- Administer medication directly from the original container.
- Follow directions on the original pharmacy label attached to the medication container.

- Ensure that all medication bottles have the manufacturing and expiry date on them. Out of date medicine should not be given.
- Observe that the student swallows/ingests the medication where appropriate.
- Be aware of the precautions to be followed to minimize exposure to hepatitis and other transmissible diseases
- Inform parents/guardians if the pupil refuses to take their prescribed medication.
- Monitor pupils following the administration of medication for any adverse reactions.
- Record details of all medication administered including any adverse reactions observed on Scholarpack.
- Inform parents/guardians if the student is too unwell to be at school and ask for them to be collected.
- Inform parents/guardians if it is advisable for them to refer the student to hospital.
- Inform parents/guardians straight away in the event of a medical emergency requiring immediate transfer to hospital.
- Accompany pupil to the hospital and assign a staff to remain with them until the parent/guardian arrives.
- Issue out slips to the pupil in case of drug administered, head injuries.

#### **Parent / Guardians Responsibilities:**

- Parents have the prime responsibility for their child's health and must provide the school with all relevant information about any ongoing medical conditions, allergies, dietary requirements.
- Parents must ensure their emergency contact information is up to date at all times.
- Parents must ensure the finger nails are well trimmed to enable them participate in PE activities
- Parents must inform the school immediately if there is any change in their child's medical condition.
- Parents should not send pupils to school if they have the following:
  - Fever over 37.3<sup>oc</sup>
  - Vomiting within 24 hours.
  - Diarrhea within 24 hours.
  - Body rash and itching.
  - Itchy scalp, ring worm and head lice.
  - Eye infection such as redness, itching, crusty discharges from the eye.

Parents should wait at least 24 hours or more before the pupils may need to return to school for the following:

- Fever free for 24 hours.
- Free from vomiting after 24 hours and after 2 solid meals.
- Free from diarrhea after 24 hours.
- Free from body rash and itching and evaluated by a doctor with medication administered.
- Itchy scalp and head lice treated with appropriate medication and information provided to the school nurse.
- Eye infection well treated with appropriate medication.

The following conditions should be met by parents/guardians before prescribed medicine can be administered in school:

- Complete a written medication form for the administering of medication.
- Provide school with the prescribed medication in the original labelled container.
- Ensure the prescribed medication is labelled with the child's name, date of birth, the medication dosage and duration.
- Ensure that the prescribed medication is handed to the school nurse.
- Ensure that their child knows how to administer their medication for ongoing conditions, e.g., asthma and that they know this must be done responsibly and not shared with any other students.

- Supply the school with sufficient quantity of the medication and appropriate equipment for administration (e.g., measuring cups, etc.)
- Notify the school in writing when a change of dosage is required.
- Advise the school and collect medication when it is no longer required at school.
- Ensure that any medication required while off-campus (camps, excursions, inter-school sports activities, swimming, etc.) is provided and given to the escorting teacher for safe storage if necessary.
- Collect the medicine from the school nurse at the end of the school day/school term as appropriate.

#### **OTHER INFORMATION:**

##### **Educational Visits and Other School Journeys:**

- The administration of medicines during educational visits and other out of school activities requires special attention and pre-planning which will be included as part of the Risk Assessment for the trip
- An Emergency First Aid box is included in any visit out of school

##### **Prohibited Treatments:**

- The treatments listed below should not be carried out by school staff:
- Injections (excluding EpiPens used in treatment of anaphylactic shock or medication for the control of diabetes)
- Administration of any medication to a pupil

##### **MEDICAL CONFIDENTIALITY:**

- Any medical information provided to the school, either by parents/guardians or healthcare professionals, must always be treated in the strictest of confidence. Information should only be shared with those members of staff whose role may lead to them providing treatment or other intervention as agreed with parents.