



## St. Edward's CE Academy Cheddleton

### Administration of medication procedure

The Academy's management must ensure that staff are appropriately trained and receive refresher training at suitable intervals where this is required. (Course on National College)

If there is an error made when administering any medication, then this will need to be investigated and the parents and Principal informed.

#### Minimising the need for medication in school hours

- Where clinically appropriate, we request for medicines to be taken outside of school hours. Medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.
- Early Years: There is a requirement in Early Years settings for children under 5 years of age for the setting to ensure any medication and or personal care needs are accommodated when required.

#### Purchased by Parents Medicines

- Staff should only give a non-prescribed medicine to a child where there is specific prior written permission from the parents/carers. Parents who obtain over the counter medicines can authorise their use in school where appropriate for their child. **Staff must never give a child under 16 aspirin or medicines containing ibuprofen unless prescribed by a Health Care Professional.**
- If it is over the counter medication, it must be labelled by the parent with child's name and the school.

#### Medicines brought into school

- Parents will bring all medicine to the school office where they will be required to sign the medication in and also complete a medication consent form (see appendix).
- If the medicine requires refrigeration, then this will be placed in the refrigerator in the meeting room.
- All other medication will be kept in the locked medication cupboard in the wellbeing meeting.
- Medication will be signed out at the end of the school day via the office.
- If the child goes to Brambles, the medication will be signed in and out by the Brambles staff and the parent/carer will complete a medication consent form (see appendix).
- All medication must be labelled with the child's name and a pharmacy label indicating the name of the medicine, amount and time to be administered and any other instructions.
- **Under no circumstances must medicines prescribed be given to anybody except the person for whom it was prescribed.**

#### Administration of medicines

Crushing or dissolving medication can destroy the medication properties reducing its effectiveness. Medication **must not** be given to children covertly (e.g. hiding in food) without consultation with GP/Parents and the agreement documented if deemed to be in the best interests of the child. Crushing or dissolving of medication is not permitted unless a child or young person's health or wellbeing would be detrimentally affected. Approval for this procedure must be given from the pharmacist who dispensed the

medication and parental approval must be sought and documented in the care plan and on a risk assessment to crush or dissolve medication.

- Ensure that there is a written parental consent form completed (form in school office)
- Two members of staff to be present when medication is administered.
- Prior to any administration of medication, the following checks should be made:
  1. Ensure correct child.
  2. Ensure correct medication.
  3. Ensure correct dosage.
  3. Correct route of administration.
  4. Ensure correct time.
  6. Check expiry date.
- Medicines should be administered directly from the container.
- Update the administration form and sign that medication has been administered.
- If the child refuses the medication this is to be recorded and parents contacted.
- All written records relating to medication must be completed in ink. All errors must be clearly crossed through, dated, and signed for audit purposes.
- All records of administration of medication to a young person must be retained in line with document retention schedules.