Administration & Storage of Medicines Policy

Harvington C of E First & Nursery School

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Governors Responsibility: Safeguarding

The safe storage of medicines

- At Harvington C of E First and Nursery School we only allow prescription medication which has to be prescribed by a doctor (unless in exceptional cases-see next point) and to be administered 2 times with the exception of 'wrappers' which can be administered if prescribed 3 times a day.
- There are exceptions to this in individual cases where a doctor/hospital has asked for child to be given medication such as pain relief (calpol) for a specific reason such as a broken arm. Doctors will not prescribe calpol so we would accept this without prescription. This child would have a separate risk assessment detailing times and doses of medication as discussed with parent/carers.
- All medication needs to be clearly labelled including inhalers; they have to be signed in at the office and be collected from the office if it needs to be taken home.
- All medication is stored in the fridge in the office.
- Asthma inhalers that are the individual child's school inhaler should be stored in the class grab bag.
- Emergency inhalers are kept in;
    *Office grab bag (x1),
    *Nursery grab bag (x1)
    *Reception class grab bag (x1)
    *Year 1 class grab bag (x1)
    *Year 2 class grab bag (x1)
    *Year 3 class grab bag (x1)
    *Year 4 class grab bag (x1)
    *Year 5 class grab bag (x1)
    *Wrappers (top drawer of filing cabinet) (x1)

- Spare emergency adrenaline auto-injectors, AAI, (Epipens/Emerades), will be stored in the locked first aid cabinet in the staffroom.
- All medication which comes into school must be kept locked in the first aid cabinet in the staffroom, unless they are Antibiotics or other medication which need to be stored in the office fridge.
- Ritalin, a class "A" drug, must be double locked i.e. placed inside a locked box, which is then put into the locked cabinet.
- An individual child's prescribed Epipen that may be needed in an emergency, such as that needed to control anaphylactic shock, as a result of allergic reaction should be kept with the child at all times. Two Epipens, antihistamine and inhalers, if prescribed, along with a copy of the child's care plan and allergic reaction recording sheet will be kept together in an airtight, named container. This will be signed 'in' and 'out' of the school office each day the child attends. Parents may obtain two Epipens for sole use at school, in this instance they will be kept in the child's classroom and sent home at the end of each half term.
- All staff working in school will be aware of children's medical needs in their classroom.
- All medicines should be labelled clearly with the child's name and should contain instruction/guidance as to administration.
- The key to the medicine cabinet is kept in the top draw of the First aid supplies drawer.
- All medicines brought into school must be signed in by two adults using the medicine record book in the office.

Safe Administration of Medicines

- Emergency medicines should be administered as necessary as set out in the child's Individual Health Care Plan.
- Schools can now purchase Salbutamol inhalers and Adrenaline Auto-Injectors (Epipens), without prescription and for emergencies only.
- The emergency salbutamol inhaler should be used, if required, for children whom written parental consent has been given and have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.
- Schools may administer their "spare" adrenaline auto-injector (AAI), obtained, without prescription, for use in emergencies, when directed by the ambulance service. Parents/carers already sign to say: "If necessary, I agree that medical and dental treatment may be given to my child, including the administration of a general anaesthetic. I also agree to surgical operation in the case of emergency, in accordance with the recommendation of a qualified practitioner" on the consent forms.
- Only a Fully Trained First-Aider, holding a medication certificate, can administer medicine and a second adult must be present. This is also advisable when emergency medicine is given, though this may not always in practice be possible.
- An Epipen may be administered by any first aider but if a first aider was not available, anyone can administer an epi pen in an emergency.
- Parents/carers should be informed immediately after any emergency medicine is administered.
- Each adult should ensure that the correct dose of medicine is administered to the correct person. Labels should be read carefully and permission notes scrutinised. When both adults are satisfied that all is in order then the medicine may be administered by the **fully** trained First-Aider who holds a medication certificate, whilst the other watches to ensure that the correct dose is given. Both adults should then fill in and sign the appropriate medicine book, which is kept in the First Aid cabinet.
- Parents are responsible for ensuring that medicines are brought to and collected from school.
- Only adults can carry medicine, children cannot bring medicine into school or take it home.
- If a child suffers from hay fever then parents can bring in eye drops, antihistamines etc for the school to administer as long as they have been approved by a pharmacist. These items do not need a doctor's prescription to be given to a child during school hours. When parents sign in hay fever relief medication, parents are to state when it is to be given.
- Parents are responsible in making sure that all medication is in date while being held in school.
- If in any doubt as to whether any medicine should be given then please consult Amy Whillock, Senior First Aider.

Fully Trained First-Aiders holding medication certificates are:

Amy Whillock-Senior First Aider	Anita Wood
Jackie Clark	Emma Suffield
Einir Johnson	Amy Stone
Laura Manns	Bryony Reeve
Elise Prosser	Lucy Roebuck
Claire Sams	Emma Hillman