

Administration of Medicines

Hove Park School's practice for the administration of medicines is currently laid out in two documents: section 15 of the overarching health and safety policy; and a separate document entitled *Procedure for the Administration of Medicines and the Recording of Administrations*.

Health and Safety Policy

15. Administration of Medicines (see also Council Policy on the Administration of Medicines)

First Aid Coordinators will administer medicines and keep a record that they have been given. We must stress that children should not be at school if they are unwell and if at all possible, children should receive their medication at home.

Medication will only be given if prescribed by the doctor and the appropriate form has been completed or a clear written message is received in school. If a child arrives at school with medication and no written instructions or authorisation, a telephone authorisation will be accepted for one day only.

Drugs to be given should be sent to the school as a single dose, wherever possible, clearly marked with the name of the child. They will be stored securely in the office.

Inhalers for asthmatics will be kept in the office but available for immediate use. This is in order to prevent damage or loss which might occur if they are kept on a child's person, to allow an accurate record of usage to be kept and for the safety of other students in the school. Each parent will be issued with a copy of this statement at the beginning of each school year.

Procedure for the Administration of Medicines and the Recording of Administrations

All medicines submitted to the school offices/student services/first aid room, for administration to students, must in the original prescription packaging with administration instructions.

Medicines should be stored in their original packaging in the safe's on either site in the student support/first aid room.

Parents/guardians must sent written details of when and how medicines should be given and all medicines remaining at the end of the week should be returned to them.

Full details of any symptom's and illness should be logged on the SIMS records for the particular student with the times of administration and amount.

The administration of non-prescription medicines such as paracetamol is not allowed unless the parent/guardian confirmed in writing. All such confirmations must be logged on the student's records in SIMS. In the event of the student asking for paracetamol the first aider administering must first check SIMS for parental agreement and then after checking with the student that they have eaten and have not had any paracetamol within the last 4 hours, may administer and record the date and time against the students SIMS records.

All medicines such as epi-pens and inhalers, stored in the school, are checked for end dates and parents/guardians are informed to come in with replacements and remove out of date medicines

At the end of each year or if the student leaves all medicines stored will be returned to parents/guardians.