

Handling and dispensing of medications policy

Many children who take medications require them during the school day. This policy statement is designed to guide staff on the administration of medications to children at school.

Introduction

This document outlines the operational management and safety implications of medicines brought into Montessori Córdoba International School

Linked Policies

This policy should be read in conjunction with the Health and Safety and first aid policy.

Aims

The medicine in school policy is designed to:

- Ensure the safety of children in the school.
- Provide a framework that staff MUST follow to allow medicines to be brought into school for children.
- Set guidelines for staff medications.

Policy and procedures

This policy covers the following areas:

- Procedures for managing prescription medicines that need to be taken during the school day.
- 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.
- The circumstances in which non-prescription medicines can be administered.
- Policy on assisting children with long term and complex medical needs.

- Staff training.
- Record keeping.
- Safe storage.

Supply

Before giving medication to any child you must have written agreement from the parents. This agreement should include the child's name, the name of the medication, the required dose and agreed time of administration. It should also be clear whether the medication is on-going or to be taken up until a particular date. Any possible side effects should 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 an appropriate person, who should then record that it has been received.

It is absolutely essential that you only accept medication that is in its original labelled container.

It is good practice for the person receiving the medicine to 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 should if possible check the number provided.

Storage

All medicine brought into Montessori Córdoba International School will be placed in the Medical room. .

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

If medicine needs to be kept cool, then it should be placed in a fridge where children cannot freely access it

Some emergency medication such as adrenaline pens (for children who suffer from allergies) and asthma inhalers should not be locked away as children need quick access to these. You will need to make arrangements to ensure that only those for whom they are prescribed have access to them.

Administration

As a general guideline before administering medication to a child the staff member should:

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

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 must not be forced. Staff can try to encourage them or perhaps get someone else to try. Under no circumstances should you attempt to hide the medicine in food or drink, unless you have written permission from parents to do so.

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 the case of a missed dose, you may be able 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 sought if you are in any way concerned.

Additional Notes on this policy at Montessori Cordoba International School

Parents should keep children at home when they are acutely unwell. Medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day.

Prescription Medicines Prescription medicines only will be given in line with this Policy. Aspirin or ibuprofen will NOT be administered unless prescribed by a doctor. Parents are welcome to come in and give their child medicine if they wish.

Parental Responsibilities Children must not keep medicines anywhere in school. They must be taken to the Office at the start of the school day. Medicines must not be administered by the child. For medicines to be administered in school, they must be properly labelled with the name of the child, the required dose and the appropriate time at which they should be administered. Medicines are not accepted out of the container in which they were originally dispensed and must include the prescriber's instructions. A parent/carer or guardian must complete the appropriate form, required under Health and Safety regulations, before medicines can be accepted into school.

Administration Staff Responsibilities Medicines required to be taken when a child is on a school trip will be administered by the child's class teacher or other designated person in accordance with the written instructions given by the parent on the appropriate form.

Medicines needing refrigeration will be kept in the refrigerator in the medical room in an airtight container, clearly labelled.

Record Keeping The date, name and class of the child, the type and dose of the medicine and the time of administration of the medicine, will be recorded in the Record Book together with the initials of the administrator (or headteacher in the administrators absence).



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If on a school trip a record must be kept – please do not take the record book out of school (a photocopy of a blank page will be sufficient), this should be glued into the record book on return to school.

Emergency Procedures An ambulance will be called in all emergency situations. A child should not be taken to hospital in a staff car except in very exceptional circumstances. In the parent's absence, a member of staff will accompany the child to hospital and stay with the child until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Adult Medication

It is clearly going to be necessary from time to time for members of staff, governors, volunteers and other visitors to bring medication, either prescription or not onto the school premises.

This is perfectly normal and allowable.

However, the person, be they staff, governor, volunteer or other visitor must ensure the medication is kept beyond the reach of children.

Medication may be secured in the medical room like children's medication. It is not acceptable to leave medication in a location where a child could gain access to it, for example in a handbag or briefcase or in a desk draw. Please be sensitive when you are taking medication - consider what children may think if you take a pill / capsule or an injection in public.

Policy Information:

Date:

Revised:

Name:

Signature: