



Administering Medicines

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AIM

This policy aims to:

1. provide a clear policy and set of procedures which will be understood and accepted by staff, parents and students, and which provide a sound basis for ensuring that students with medical needs receive proper care and support at the School.
2. set out the necessary safety measures to support students with medical needs (including long term or complex needs).
3. define individual responsibilities for students' safety.
4. explain the procedures to ensure the safe management of any medications.

RESPONSIBILITIES

PARENTS/GUARDIANS ARE RESPONSIBLE FOR

1. Parents/guardians are responsible for making sure that their child is well enough to attend the School.
2. Normally any prescribed medication should be administered at home. The School accepts, however, that it may be necessary for some medication to be administered during School hours and, if this is the case, must complete and return the Medicine Consent Form.
3. Parents/guardians are responsible for ensuring that these details are up to date.
4. Parents are responsible for ensuring that any medicines that need to be administered during the School day are prescribed by a qualified medical practitioner and have the details of the medication and the administration of it clearly set out on the bottle/packet.
5. Where appropriate, parents/guardians should be involved in drawing up a healthcare plan for their child if it is a long term condition.

THE SCHOOL

1. No members of staff are obliged to give, or oversee the giving of, medication to students. Only School staff who are authorised and trained in the giving of medication, are authorised to give or oversee the taking of medication.
2. Given the age group of the student cohort at Queen Elizabeth Grammar School, the School's policy is that if a parent wishes to allow their child to bring into School a small amount of over the counter medicine for the purpose of pain relief, then the child is responsible for the safe-keeping of the medicine and for ensuring that it is for personal use only.
3. The School will only oversee the administration of medicines prescribed by a qualified medical practitioner.
4. The School is responsible for requesting information concerning details of all students' medical conditions and treatment/care.
5. The School will make its own arrangements for administering medication in line with the Government guidance in Managing Medicines in Schools and Early Years Settings.

THE HEAD IS RESPONSIBLE FOR

1. ensuring that appropriate procedures are in place;
2. ensuring the formulation of individual healthcare plans where necessary;
3. appointing First Aiders or other appropriately trained staff;
4. in consultation with the Senior First Aider, for drawing up and implementing emergency medical procedures and first aid arrangements;
5. ensuring that staff who agree to accept responsibility for administering prescribed medication to a student, have proper guidance;
6. ensuring that all parents are aware of the School's policy and procedures for dealing with medical need;
7. ensuring that a system is in place for keeping staff up-to-date with information and names of students who need access to medication; and
8. ensuring that arrangements are in place for requesting and receiving information from parents.

THE ASSISTANT HEADTEACHER (PASTORAL) IS RESPONSIBLE FOR

1. putting appropriate arrangements in place in consultation with medical professionals;
2. arranging regular reports from the person appointed to oversee the taking of medication by students;
3. ensuring the suitability of the procedures;
4. implementing a system for keeping staff up-to-date with information and names of students who need access to medication; and
5. ensuring annually that all staff know how to call for help in an emergency; and
6. reporting on progress to the head.

THE SENIOR FIRST AIDERS ARE RESPONSIBLE FOR

1. collating information provided by parents;
2. administering all prescribed medication;
3. administering any non-prescription medication;
4. ensuring the safe storage;
5. providing School staff with guidance and training for staff and volunteers on medical conditions and how they may affect the education of individual students; and
6. reporting regularly to the Assistant Headteacher (Pastoral).
7. A School nurse may be involved, in conjunction with parents/guardians and medical advisers in the formulation of individual health care plans.

THE TEACHERS IN CHARGE OF PARTICULAR ACTIVITIES AND THE SCHOOL TRIP ADMINISTRATOR ARE RESPONSIBLE FOR ENSURING THAT APPROPRIATE ARRANGMENTS ARE MADE FOR STUDENTS WITH MEDICAL NEEDS DURING

1. educational visits/learning outside the classroom.
2. sporting activities.

ALL STAFF ARE RESPONSIBLE FOR

1. knowing the arrangements and following the procedures;
2. knowing how to call for help in an emergency; and
3. reporting any problems to the nurse or the person appointed to oversee the administration of medication.

Appendix A

Guidance of the Safe and effect use of Paracetamol

Paracetamol is only to be administered by one of the Senior First Aiders; the use of this medication is to aid pain relief or fever, when a parent or guardian cannot attend school to supply the above medication. This should only be given once consent has been obtained by the parent or guardian of the pupil needing the medication.

The following need to be checked before the pupil is given Paracetamol.

1. They normally take Paracetamol.
2. They are not allergic to Paracetamol.
3. They have not taken any other Paracetamol based products in the last 4 hours.
4. They have not exceeded the maximum daily dosage.
5. They do not have an accompanying Head Injury.
6. They have not taken any other substances or Alcohol.

Form

- Paracetamol 500mg tablets
- Paracetamol 250mg/5mL suspension

Check the expiry date on the packaging.

Dosage

For those between 12 and 16 year old:

- One 500mg tablet or
- 10mL of Paracetamol suspension 250mg/5mL.

For those over the age of 16

- One or two 500mg tablets (500mg – 1000mg) or
- 10mL-20mL of Paracetamol suspension 250mg/ml.

Only one dose to be given, taken immediately. Tablet(s) should be swallowed with water.

Usage

In case of:

- Mild to moderate pain.
- Pyrexia (fever).

Desired effects

- Relief of pain.
- Reduction in temperature.

Notes

- Paracetamol may interact with other drugs, eg. Cholestyramine.
- Paracetamol may be taken with ibuprofen.

Undesired effects

- These are rare and usually mild if they occur; they include skin rashes.
- Liver or Kidney damage can occur if taken in overdose.

Documentation

- Where possible get the parent or guardian to send an e-mail to the members of staff who has made contact, with further consent of medication being administered.
- Recorded the use of paracetamol in the minor accident/incident log.
- Recorded the issuing of the paracetamol on the drug control sheet.
- Advise college office of actions taken by First Aider.