

13c. Administering Medication: Policy Guidance for EYFS

1.1 Scope

This guidance is applicable to all employees and / or others who may administer medication at the school.

1.2 Objectives

To ensure that the school administers medicines in an appropriate manner by:-

- 1.2.1 Having authorised persons in place to administer the medication
- 1.2.2 Having contingency plan in place for issues which may arise from the administering of medication

1.3 Guidance

- 1.3.1 The Bursar and Head of Operations and the Deputy Head will be responsible for the implementation and review of this guidance:
- 1.3.2 All schools are recommended to adopt the guidance provided by the Department of Health titled "Managing Medicines in Schools and Early Years Settings".
(www.gov.uk/government/publications/managing-medicines-in-schools-and-early-years-setting) or Medical Officers of Schools Association guidance titled "Administration of Medicines in Schools" (www.mosa.org.uk)
- 1.3.3 Under the Human Medicines (Amendment) (No.2) Regulations 2014 schools are allowed to buy salbutamol inhalers, without a prescription, for use in emergencies (in the event of an asthma attack). Schools should follow the guidance in Department of Health document "Guidance on the use of emergency salbutamol inhalers in schools".

1.4 Staff Training

- 1.4.1 All staff are first aid trained.
- 1.4.2 All staff should undertake the "EduCare - Administrrating Medicine Training" annually. New staff will receive training as part of their induction.
- 1.4.3 All staff should be trained annually on how to administer medicine at the Lyceum School as part of the schools inset day training.

- Parent consent form
- All medication to be kept in the first aid room
- Complete medication administration log and date.
- All medicine should be stored in the fridge and labelled. Store date, pupil name, consent form completed, contact number.

Legal Requirements & Education Standards

References:

- A: Commentary on the Regulatory Requirements, Part 3 (www.isi.net)
- B: Health and Safety Executive, (www.hse.gov.uk/campaigns/farmsafe.index.htm)
- C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook
- D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
- E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
- F: Vaccines, diseases and immunisations (www.immunisation.nhs.uk)
- G: Department for Health (www.dh.gov.uk)
- H: NHS Direct (www.nhsdirect.nhs.uk)
- I: Department for Health Guidance on the use of emergency salbutamol inhalers in schools (March 2015)