

Road Primary School



Policy for the Administration of Medicines

Reviewed and agreed by Governors December 2022
Next review December 2024
To be reviewed biennially
Committee responsible: Premises

Wherever possible, medication should be given by parents/carers to children at home, i.e. before or at the end of the school day. Parents and carers may also visit the school in the lunch break to bring and administer prescribed medication themselves, by prior arrangement. Medicines will be accepted in school if prescribed by a GP or consultant and in exceptional cases where parent/carer deem non-prescription medication necessary to allow the child to come to school.

NO MEDICATION WILL BE GIVEN UNLESS PARENTAL CONSENT HAS BEEN GIVEN.

The parent/carer needs to ensure there is sufficient medication and that the medication is in date. The parent/carer must replace the supply of medication at the request of relevant school/health professional. Medication should always be provided in an original container with the pharmacist's original label and the following, clearly shown:

- Child's name, date of birth;
- Name and strength of medication;
- Dose;
- Any additional requirements e.g. in relation to food etc
- Expiry date whenever possible
- Dispensing date.

Procedures:

1. The parent/carer is responsible for supplying the school with adequate information regarding their child's condition and medication. Where parents/carers make a clear written request using a **Medical Consent Form (appendix 1)** to the school for non-emergency medication to be administered to their child or for their child to self-administer medication whilst in school, they will be given a copy of this policy and it will be explained to them that the requirements of this policy must be complied with at all times.
2. Medication will not be accepted anywhere in school without complete written and signed instructions from a parent/carer using a **Medical Consent Form**; instructions must be in agreement with the dispensing label. Pupils may not bring medication into school themselves.
3. Each item of medication must be delivered in its original container, secure and labelled, and handed directly to the to a nominated person authorised by the Headteacher. The school will not accept items of medication which are in unlabelled containers. Each item of medication must be clearly labelled with the following information:

Pupil's name
Name of medication
Dosage
Frequency of dosage
Date of dispensing
Storage requirements (if important)
Expiry date (if available)

4. Only reasonable quantities of medication should be supplied to the school by a responsible person (no more than one week's supply) and recorded in the Medication Administration Record (see appendix 2).

5. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication. All changes will be recorded on the child's Medication Administration Record.

School Administration

1. The Headteacher will accept responsibility for members of the school staff giving or supervising pupils taking medication during the school day, where those members of staff have volunteered to do so.
2. **Medical Administration Records** (appendix 2) will be kept of all medication received and given. A second member of staff will verify the recorded details prior to administration and sign the record to this effect.
 - All drugs and medication will be stored securely in the school office
 - The school will inform the school nurse of any pupil who is to be prescribed a controlled medication e.g. Methylphenidate (e.g. Ritalin, Equasym). Controlled drugs are subject to the prescription requirements of Drug Regulations. The prescribing doctor is responsible for informing the patient when a drug belongs to this group.
 - The school will provide parents/carers with details of when medication has or has not been administered to their child (see appendix 4).
 - Records of current Administration Records are kept on a clipboard in the school office and the school maintains a Medication Administration Records File on discontinuation. This includes copies of Appendices 1 – 4 and any other relevant documentation.

Residential Trips

- Separate, formally documented arrangements must be made *in advance* for residential activities regarding pupils' specific requirements (this may include non-prescription medicines e.g. travel sickness etc.). It is parents' responsibility to inform the school of these requirements and complete the Medical Consent Form.
- There may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

Storage of medicines

At school all medication, other than asthma inhalers (which pupils may have been given permission to keep in the classroom) will be stored in a designated clearly identified locked cupboard. Asthma inhalers are not locked up, however, no medication will be left in an unattended situation.

Non-prescription medicines

Remedies available over the counter such as mild analgesics e.g. paracetamol, Calpol, or other remedies such as cough sweets etc. can be administered. Procedures apply as with prescribed medication.

Prescribed medicines

It may be desirable for medication such as an antibiotic to continue to be administered after a child is well enough to return to school. In such a case, the GP should be asked to prescribe a dose form that can be administered before the child leaves home for school and again on return home. If it is absolutely necessary for dosing during school hours, then the parent/carer should make the necessary arrangements to bring the medicine in to school and to take it away after administration. They should complete a Medication Consent Form (Appendix 1).

Self-administering of medicines

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents/carers are advised that if their child self-administers medication and this is either lost, stolen or broken, the school will follow standard procedures if an emergency arises.

Asthma: Parents/carers may request that their child keeps their asthma inhaler with them in school for use at any time. This will be stored at a central point in each classroom. Children must be able to use inhalers (with or without spacers) before they are kept in school. Inhalers must be clearly labelled with the name and class of the child and records kept of the date and time used and the number of doses administered. Inhalers exhausted or near exhaustion should be immediately replaced. It is the responsibility of the parents and carers to replace all medication that is out of date. Inhalers are to be kept in the classroom and should accompany the child on external visits etc.

Epipens (and related medication): the parent/carer of a child who brings an Epipen to school must give the school a list of situations to be avoided. All staff receive annual Epipen training. Two Epipens will be kept in school for the child: one stored securely in the classroom and one in the main school office. These are kept in a clearly labelled container. In the event of an episode, the Epipen will be applied immediately and emergency medical help summoned. It is the responsibility of the parent/carer to ensure that the school is provided with in-date medication.

Training

The Headteacher will ensure that all members of the teaching and non-teaching staff are made aware of the policy on the administration of medication and appropriate documentation. Where staff undertake the administration of non-emergency medication to pupils, both the policy and the mandatory requirement of staff being trained to a standard recognised by the Health Trust will be adhered to. Appropriate training for those who volunteer to assist in the administration of medication in school will be provided, including through arrangements made with the School Health Service.

The Headteacher is responsible for monitoring the implementation of this policy and procedures.

This policy takes into account Northamptonshire County Council *Guidance for Managing Medicines in Schools/preschool and Out of School Settings*. The policy should be read in conjunction with the school Health and Safety and Drugs Education (PSHCE) policies.

Appendices:

APPENDIX 1: Medical Consent Form

This form ensures that schools/settings have received the correct information from parents/carers and are able to monitor and correctly support the use of medication in the school/setting. If a pupil requires more than two items of medication in school appropriate details should be provided on a second form.

APPENDIX 2

This form is a pupil's individual medication administration record.

APPENDIX 3

This form provides details of the staff training record

APPENDIX 4

This form informs parents/carers, when a pupil has not received the requested medication

Road Primary School

Medical Consent Form

(to be filed in Medication Administration Record File)



APPENDIX 1

The school/setting will not give your child any medication unless you complete and sign this form and the Headteacher/Head of Setting has confirmed that school staff have agreed to administer the medication.

DETAILS OF PUPIL

Surname:

Forename (s):

Address: M/F:

..... Date of Birth:

..... Class/Form:

Reason for medication (optional):

CONTACT DETAILS:

Name: Daytime Contact Telephone No:

Relationship to Pupil:

Address:

I understand that the medication must be delivered by a responsible adult to an authorised/appointed person in school and accept that this is a service which the school is not obliged to undertake

Date: Signature (s):

MEDICATION (1)

Name/Type of Medication (as described on the container)

For how long will your child take this medication:

Date dispensed:

FULL DIRECTIONS FOR USE:

Dosage and amount (as per instructions on container):

Method:

Timing:

Special Precautions:

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Committee responsible: Premises

Self-Administration:

a) I would like/would not like (**please delete accordingly**) my son/daughter to keep his/her asthma inhaler with him/her to use as necessary.

b) I would like/would not like (**please delete accordingly**) my son/daughter to keep his/her medication on him/her for use as necessary:

(please note that this option excludes Methylphenidate (e.g. Ritalin, Equasym) and applies only to pupils of secondary age)

MEDICATION (2)

Name/Type of Medication (**as described on the container**)

For how long will your child take this medication:

Date dispensed:

FULL DIRECTIONS FOR USE:

Dosage and amount (**as per instructions on container**):

Method:

Timing:

Special Precautions:

Self-Administration:

a) I would like/would not like (**please delete accordingly**) my son/daughter to keep his/her asthma inhaler with him/her to use as necessary.

b) I would like/would not like (**please delete accordingly**) my son/daughter to keep his/her medication on him/her for use as necessary:

(please note that this option excludes Methylphenidate (e.g. Ritalin, Equasym) and applies only to pupils of secondary age)

Road Primary School



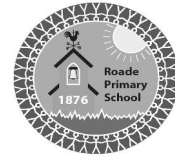
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Medication Administration Record

Appendix 2

Pupil's name:	Class:	
Medication:	Dosage and time to be given (check prescribing label):	Date cancelled:
Controlled medication (e.g. Ritalin received). Give date and number of tablets:	No. of tablets:	
	Date:	
Review date:		

Medication given	Date	Time	Signature 1 and role	Signature 2 and role



Roade Primary School

Staff Training Form for Medications Appendix 3

Because of medical conditions children may require medication to be administered in school on a regular basis.

When following the written procedure they will be acting with the knowledge and consent of the LEA and so will be indemnified by the LEA insurers.

The training given by Northamptonshire NHS Trust staff will be monitored termly by the School Nurse and reviewed and updated annually or as required.

Nature of Procedure

.....

Name of learning support staff trained and willing to perform procedure: Print Name	Statement of learning support staff: I feel competent to perform the procedure detailed above. <i>Signature and Date</i>	Statement of trainer: On the day assessed this individual was competent to carry out the procedure named above, and fulfilled the standard of competence described for the procedure. Signature and Date

To be retained by trainer and copied to learning support staff.

Road Primary School



Appendix 4

Date:

Dear

Re: the Administration of requested medication

Unfortunately, we were unable to give his/her
in school today as.....

Yours sincerely,