



Policy for the Administration of Medicines

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Signed Chair of Governors

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Policy for the Administration of Medicines

(This policy should be read in conjunction with the Health and Safety Policy and the Child Protection and Safeguarding Policy. All policies are available via the St Luke Academies Trust school's websites.)

St Luke Academies Trust wish to ensure that pupils with medical needs receive proper care and support within their schools. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so.

- Information about the medical condition of any pupil with long-term medical needs will be provided by the parent/carer, when the pupil is admitted or when the pupil first develops the medical need.
- Any parent/carer requesting the administration of medication should be given a copy of the school's policy.
- Medication will only be accepted in school if it has been prescribed by a doctor. The school will inform the school nurse of any pupil, who has been 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. They are most unlikely to be prescribed to children at school except Methylphenidate (e.g. Ritalin, Equasym).
- The schools are not permitted to administer non-prescription drugs.
- Medication will not be accepted anywhere in school without complete written and signed instructions from a parent/carer.
- 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 Records File.
- Each item of medication must be delivered in its original container and handed directly to the Headteacher or to a nominated person authorised by the Headteacher.
- Each item of medication must be clearly labelled with the following information:
 - a. Pupil's name
 - b. Name of medication
 - c. Dosage
 - d. Frequency of dosage

- e. Date of dispensing
- f. Storage requirements (if important)
- g. Expiry date (if available)

- The school will not accept items of medication which are in unlabelled containers.
- Unless otherwise indicated, all medication to be administered in school will be kept in a designated clearly identified locked cupboard.
- Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- There is an identified member of staff who ensures the correct storage of medication at school. Three times a year the identified member of staff checks the expiry dates for all medication stored at school. The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.
- Some medication for pupils may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.
- The school will provide parents/carers with details of when medication has not been administered to their child.
- Children with severe allergies are identified with photographs in the Staff room. The Administration team is responsible for updating the details annually.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision e.g. asthma inhalers. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school. These pupils carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

- The school carries an emergency inhaler for use in an emergency. This inhaler is only used by children for whom written parental consent for use of the emergency inhaler has been given, who have been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.
- Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it. Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.
- In some circumstances, if possible, medication may only be administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- In the event of a severe asthma attack or allergic reaction that may lead to anaphylaxis pupils/staff are kept under constant supervision, by more than one member of trained staff until medical help arrives. For other specific medical conditions, e.g. Diabetes, training will be arranged as necessary for the appropriate members of staff.
- 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.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance.
- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. Separate, formally agreed arrangements are acceptable on educational visits that involve an over-night stay. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year. Medication is not stored in summer holidays.
- Parents are asked to collect out-of-date medication. If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- **EpiPens** are stored safely in the classrooms of the children for whom they are prescribed in order to ensure quick access. They are kept in a box with the appropriate care plan for administration of the medicine.

- Prescribed EpiPens must be taken on any trip involving the child/adult on all off-site visits. EpiPens must only be administered by staff who have received the appropriate annual training by the school nurse.
- Training for administering EpiPens is arranged at least once a school year with the school nurse.
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.
- **Sunscreen** should be applied before school starts. It may be brought into school during the summer providing it is clearly marked with the child's name. It must be handed to the class teacher, who will keep it in a safe place. The child may apply the cream themselves at lunchtime, but may not allow others to use it. Alternatively, arrangements can be made for a parent to return to school to apply the cream.

APPENDIX 1
MEDICATION CONSENT FORM
(to be filed in Medication Administration Record File)

The school will not give your child any medication unless you complete and sign this form, or provide these details in a letter, and the Headteacher has confirmed that school staff have agreed to administer the medication.

DETAILS OF PUPIL

Child's Name:

Date of Birth:

Class:

Reason for medication (optional):

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

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 (if applicable)

Parental Agreement for School to administer prescribed medication.

The School will not administer medicine to your child unless you complete and sign this form and the school has a policy that the staff can administer only prescribed medication. ***Medicines must be in the original container as dispensed by the pharmacy.***

Name of child:	
Date of Birth	
Year Group	
Medical condition or illness that the medication is prescribed to treat	
Name/type of medicine	
Start and end date that medication should be given	
Dosage and method – including times the medication is to be taken.	
Special Precautions	
Are there any side effects that the school needs to know about?	
Parents' Name(s)	
Contact telephone number	

I have confirm that I have handed the above medicine to a member of the reception staff. I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing. *I understand that a non-medical professional will administer my child's medication as defined by the prescribing professional only.*

Signed _____ (Parent/carer) Date: _____

APPENDIX 2
MEDICATION ADMINISTRATION RECORD

Pupil's Name:

Class:

Medication:

Dosage:

Time to be given:
(check prescribing label)

Date cancelled:

Controlled medication e.g. Ritalin received:
(Give date(s) and number of tablets)

Date	Time	Signature	Print Name

Note: it is important that there is a minimum 4-6 hours gap between doses of paracetamol based medication. If unsure contact should always be made with parents before administering.

APPENDIX 3
NOTIFICATION OF MEDICATION NOT ADMINISTERED

Date:

Dear

Re: the Administration of requested medication

Unfortunately, we were unable to give his/her

..... in school today

as.....

Yours sincerely

APPENDIX 4
Child With Asthma In School

The School Health Service recommends that children take responsibility for their own medication wherever possible and so have instant access to it.

If your child needs medication in school it will be stored in their classroom.

Please complete the form below and return it to the school.

Name of Child:

Class:

Please circle the degree to which your child suffers from asthma

MILD

MODERATE

SEVERE

Name of Medication	
When should your child take this medication?	
Any other information which you may find useful:	

Please delete as appropriate:

I would like my child's medication to remain with them in their classroom and will make sure that it is maintained and up to date.

Or

My child does not need to take regular medication in school but will have access to their emergency medication if required.

Signed _____ Date _____