



Administration of Medicines policy- needs parent agreement

Lead person: Headteacher and Premises committee

Agreed Governors: November 2018

Agreed Staff:

Review: November 2021 or earlier if advised By LA/ NHS

Pendragon Primary School Administration of Medicines Policy

Introduction

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

Aims of this policy

- to explain our procedures for managing prescription medicines which may need to be taken during the school day
- to explain our procedures for managing prescription medicines on school trips
- to outline the roles and responsibilities for the administration of prescription medicines

Legal requirements

There is no legal duty that requires any member of school staff to administer medicines.

Prescribed Medicine

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Staff at Pendragon Primary School will only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines will only be accepted in the original container as dispensed by a pharmacist. It should include the prescriber's instructions for administration and the child's name. It is helpful if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. If medication is prescribed four times a day, school will administer.

Exceptions

Prescribed medicine will not be given:

1. Where the timing of the dose is vital and where mistakes could lead to serious consequences.(Please refer to Children with Long Term Medical Needs section)
2. Where medical or technical expertise is required.
3. Where intimate contact would be necessary.
4. Where instructions on medicine advice dosage frequency could be taken outside of school hours, it will not be administered

General Sale medication may be given on written professional medical advice from a health care professions where prescribing over the counter medicine would not be appropriate for example paracetamol for post injury

Where prescribed medication needs to be taken 3 times a day with food.

Children with Asthma

Children who have inhalers should have them available where necessary. Inhalers should be kept in a safe but accessible place. **A medication box is in every classroom.** Please refer to the asthma policy on the schools' website. Depending on the needs of the individual, inhalers should be taken to all physical activities. Inhalers must be labelled and include guidelines on administration.

It is the responsibility of parents to regularly check the condition of inhalers and ensure that they are working and have not been completely discharged.

Storage of Medicines

All medicines should be delivered to the school office by the parent or carer. All medicines should be stored in accordance with product instructions (paying particular attention to temperature). Medicines will normally be kept in the medical room fridge or first aid cupboard and should not be kept in classrooms, with the exception of inhalers, severe allergic medication, epilepsy medication or prescribed lotions that have to be applied frequently eg skin allergy lotion. All medicines must be stored in the supplied container and be clearly labelled with the name of the child; the name and dose of the medicine and the frequency of administration.

Disposal of Medicines

Staff should not have to dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They should collect medicines at the end of the agreed administration time period. Where children have left school and left their out of date medication, staff will take the medication that has been left to the village pharmacy.

Trips and Outings

Children with medical needs are given the same opportunities as other children. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk and assessment for such children. One member of staff on the visit will be nominated as having responsibility for the administration of all medication. Roles and responsibilities of parents/carers as outlined below will apply.

ROLES AND RESPONSIBILITIES

Parent/Carer*

- Should give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to the school office in person.
- Must complete and sign the parental agreement form.
- Must keep staff informed of changes to prescribed medicines.
- Keep medicines in date – particularly emergency medication, such as adrenaline pens.

Headteacher

- To ensure that the school's policy on the administration of medicines is implemented.
- There are members of staff within the school willing to volunteer to administer medication to specific pupils if required.
- Ensure that staff receive support and appropriate training where necessary.

- To share information, as appropriate, about a child's medical needs.
- Ensure that parents are aware of the schools policy on the administration of medicines.
- Ensure that medicines are stored correctly.

Staff

- On receipt of medicines, the child's name; prescribed dose; expiry date and written instructions provided by the prescriber should be checked.
- Ensure that the parent/career completes a consent form for the administration of medicines following the prescriber's instruction.
- Ensure that a second member of staff is present when controlled drugs are administered.
- Complete the medication form each time medication is given.
- Ensure that medicines are returned to parents for safe disposal.

Refusal of medicines

If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably possible.

Record Keeping

Medicines should be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. Staff should check that written details include:

- name of the child
- name of the medicine
- dose
- method of administration
- time and frequency of administration
- any side effects
- expiry date

A parental agreement form (see appendix) must be completed and signed by the parent, before medicines can be administered. At the time of administering medicines, the member of staff must complete the record which is stored with the medication. No controlled medication should be given unless it has been checked by a second adult.

Children with Long Term Medical needs

It is important that the school has sufficient information about the medical condition of any child with long term medical needs. A health care plan will be written for children with long term medical needs, involving the parents and relevant health professionals.

Confidentiality

The head and staff should always treat medical information confidentially.

The head should agree with the child/parent who else should have access to records and other information about a child.

Staff Training

Training opportunities are identified for staff with responsibilities for administering medicines.

Related Policies

For more information see the health and safety policy, asthma protocol and the school's first aid procedures.

Monitoring

This policy should be reviewed annually in accordance with national guidance.

*Parents, as defined in section 576 of the Education Act 1996, include any person who is not a parent of a child but has parental responsibility for or care of a child. In this context, the phrase 'care of the child' includes any person who is involved in the full-time care of a child on a settled basis, such as a foster parent, but excludes baby sitters, child minders, nannies and school staff.

Dated:

Signed:

Adopted by the Governing Body on:

Parental/Carer agreement for school/setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, only prescribed medicines can be administered by school staff.

If more than one medicine is to be given a separate form should be completed for each one.

Name of School/Setting _____

Date _____

Child's Name _____

Class _____

Name and strength of medicine as
Described on the container _____

Expiry date of medicine if
appropriate _____

How much to give (i.e. dose to be
given) _____

When to be given _____

Any other instructions _____

Number of tablets/quantity to be
Given to school/setting _____

Note: Medicines must be in the original container as dispensed by the pharmacy

Daytime phone no. of parent or adult
Contact _____

Name and phone no. of GP _____

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature _____ Print Name _____

Office Use:

Medicine received and checked by _____

Medication form given to class teacher _____ Time: _____

Pendragon Primary School – Medication Record

Name of Child

Class

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Date of Parental consent form completed

Medication	Date and Time	Dosage	Any reaction	Signature	Print name

Pendragon Primary School – Controlled Medication Record

Name of Child Class

.....
Date of Parental consent form completed

Medication	Date and Time	Dosage	Number of Tablets remaining	Signature	Print name
				1.	1.
				2.	2.
				1.	1.
				2.	2.
				1.	1.
				2.	2.
				1.	1.
				2.	2.
				1.	1.
				2.	2.
				1.	1.
				2.	2.
				1.	1.
				2.	2.
				1.	1.
				2.	2.
				1.	1.
				2.	2.