



Administrations of Medicine Policy

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Owner	Lyndsey Jeffries

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ADMINISTRATION OF MEDICATION IN SCHOOL POLICY

The staff of Mountfield Heath School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle for members of school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

Please note that parents / carers should keep their children at home if acutely unwell or infectious.

Parents / carers are responsible for providing the Headteacher with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent / carer.

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents / carers.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Where the pupil travels on school transport with an escort, parents / carers should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

Each item of medication must be delivered to the Headteacher or Authorised Person, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.** Each item of medication must be clearly labelled with the following information:

- Pupil's name;
- Name of medication;
- Dosage;
- Frequency of administration;
- Date of dispensing;
- Storage requirements (if important);
- Expiry date.

The school will not accept items of medication in unlabelled containers.

Medication will be kept in a secure place, out of reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet in the relevant classroom block.

The school will keep records, which they will have available for parents / carers.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents / carers of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents / carers to notify the school in writing if the pupils, need for medication has ceased.

It is the parents / carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not makes changes to dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use, and in date, should be collected by the parent / carer at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent / carer for transfer to a community pharmacist for safe disposal.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents / carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.

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. 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.

Please refer to the Supporting Pupils with Medical Conditions policy for further information regarding medical conditions and Individual Health Care Plans.

All staff will be made aware of the procedures to be followed in the event of any emergency in addition to this we would seek advice from Public Health England and use guidance from Chapters 1 and 2: introduction and infections in childcare settings, updated 21st December 2017, if, and when, necessary.

Appendix A

Parental Consent Form

This form must be completed by parents if prescription medication is to be administered during the school day. This form must be signed and medication must be delivered in the original packaging with full instructions regarding administration as per policy.

Appendix B

Record of Medicine administered to an individual

This form should be completed for any medication given to a pupil during the school day, this form should then be copied twice, one copy for the student file and the other to be returned to the parent/carer via the school contact book.

Appendix C

Staff Training Record

This form will be used to record any specific medication training given to staff relating to administering specialised medications, including emergency medications.

Parental Consent Form
Administration of medication



The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy supporting staff to safely administer medicine.

Date for review to be initiated by
 This should be annual or when medical needs change

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)
 Route/method of administration

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – Y/N

Procedures to take in an emergency

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

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to the following members of staff

[agreed member of staff]

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. Medication should be in date, labelled and in the original packaging, including instructions for administration, dosage and storage. I understand that I should supply and dispose of any medication that the school holds for my child.

Signature(s) _____ Date _____

Reference

Adapted from:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/349437/Supporting_pupils_with_medical_conditions_-_templates.docx

Record of medicine administered to an individual child



Name of child	
Date of Birth	
Date medicine provided by parent	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	
If stored in fridge/fridge, temperature at time of administration	

Staff signature _____

Signature of parent
Or child if self-consenting _____

Date	Time Given	Dose given	Method of administration	Name of member of staff	Staff initials

Adapted from:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/349437/Supporting_pupils_with_medical_conditions_-_templates.docx

Staff Training Record – Administering Medications



Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____