



Administration of Medication Policy

The policy aims to provide clear guidance and procedures to staff and parents. It forms the basis of a supportive environment in which pupils with medical needs may receive suitable medical care enabling their continuing participation in mainstream schooling.

Administering medication

- Each request for administration of medication to a pupil in school will be considered individually.
- The Headteacher is responsible for deciding, in consultation with staff, parents, health professionals and the LEA whether the school can assist a pupil with medical needs.
- No medication will be administered without prior consultation with, and written permission from the parent or guardian. **Appendix 1**. All medication needs to have a General Practitioner label and for non prescribed medicine a General Practitioner note confirming the need for medication is required.

Medicines brought into school should be clearly marked with:

- name of child
 - dose
 - time/frequency of administration
 - expiry date
 - All medication should also be in original packaging with administering instructions.
- Medicines will only be administered by staff willing and suitably trained to do so and then only under the overall direction and responsibility of the Headteacher.
 - Specific cultural and religious views on a pupil's medical care will be respected but must be made known to the school in writing.
 - Medication must be delivered to school by the parent/carer or escort (not sent to school in the child's bag) and given to the school office. It is the parents' responsibility to ensure enough medication is in school and in date. Parents should regularly check their child's inhalers and any other medical equipment permanently kept in school.
 - Medicines received will be logged onto the school's drug file, **Appendix 2**, and held securely within the school. All trained staff will be able to access medicines in case of emergency.

- In the event of medication being administered to a pupil, persons administering medication will check the following details on the prescription label and packaging:
 - Name of child
 - Name of medicine
 - Method of administration
 - Time of administration
 - Expiry date

The date, time and signature of the member of staff should be documented upon administration. **Appendix 3.** It is good practise, although not essential for a second person to check all of the above and signature to be obtained.

If a parent/carer wishes their child to receive non prescribed medication, e.g. Calpol, Piriton etc, parents/carers can administer it during the school lunch break. **NON PRESCRIBED MEDICATION WILL NOT BE ADMINISTERED TO ANY CHILD BY SCHOOL STAFF.**

- During residential school trips and visits off school site, sufficient essential medicines and health care plans will be taken and controlled by the member of staff leading the party. If additional supervision is required during activities such as swimming, the parent may be required to assist by escorting their child.
- The school will provide training for staff in order that they are equipped to administer medical treatment to pupils with medical needs e.g. administration of insulin, epipen etc. Maintenance of staff training records and annual reviews will be the responsibility of the Headteacher. **Appendix 4. Appendix 7.**
- Children are not permitted to bring medication to school to self administer. Any such medicine will be confiscated.

Asthma

- Parents are requested to complete Request for school to administer medication **Appendix 1** and Asthma plan **Appendix 6** if their child has been diagnosed with Asthma. A copy of these will be held in the school medications file and in the child's classroom along with their inhaler.
- The school inhaler is to be used in the event of an emergency and only with children who parental consent has been received. The inhaler must be maintained and cleaned in accordance with instructions kept with inhaler.

School Medical list

It is the responsibility of parents/carers to ensure the school are aware of any medical conditions/allergies their child suffers from.

A school medical list is created from this information and circulated to all class teachers, SMSA staff and a copy kept in the first aid room. The list is updated and re circulated each time an alteration is made.

The school will regularly remind parents/carers to inform them of any medical updates via the school newsletter.

The Headteacher will ensure all staff are aware of:

- The planned emergency procedures in the event of medical needs
- All staff must be aware of the school's procedure for calling the emergency services (999) and conveyance of pupils to hospital by the safest and quickest means available as directed by the emergency services (car/ambulance). If pupils are conveyed by car, a trained member of staff will attend to escort the child. **Appendix 5.**

Appendix 1

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

Form to be completed by parents if they wish the school to administer medication

The school will not give your child medicine unless you complete and sign this form and the Headteacher has agreed that school staff can administer the medication.

DETAILS OF PUPIL

Surname:

Forename(s):

Address

Male/Female

Date of Birth:

Class:

Condition of illness:

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 method:

Timing:

Special precautions:

Side effects:

Self administration:

Procedures to take in an emergency:

CONTACT DETAILS

Name:

Daytime telephone no:

Relationship to pupil:

Address:

I understand that I must deliver the medicine personally to *agreed*
member of staff

and accept that this is a service that the school is not obliged to undertake.

Date:

Signature(s):

Relationship to pupil:

Appendix 4

Staff Training Record – Administration Of Medical Treatment

Form for recording medical training for staff

School Administration

Name of member of staff:

Type of training received:

Date training completed:

Training provided by:
name of organisation

Training review/refresher date:

Training Provider

I confirm that _____ has received the training detailed above and is competent to carry out any associated necessary treatment.

Trainer's signature:

Qualification:

Date:

Suggested Review Date:

Staff Member

I confirm that I have received the training detailed above.

Staff signature:

Date:

Appendix 5

Emergency Planning

Request for an ambulance to:

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number
2. Give your location as follows:
School address and postcode

Or

Site address and postcode if away from school

Address:

.....

.....

Postcode:

3. State the A-Z reference or approximate map reference if on country walks

Reference:

4. Give EXACT location within the school

brief description:

5. Give your name:

6. Give a brief description of the pupil's symptoms:

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7. Inform ambulance control of the best entrance and if possible state that the crew will be met and taken to the exact location.

Location of entrance:

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Speak Clearly and Slowly and be Ready to Repeat Information if asked

Appendix 6

Asthma Plan

ATTACHED PDF FILE



Worle Village Primary School

Staff Training Record Staff/Volunteer/Student Induction/Training Log

Name:

Area	Date of Induction/Training		Signature
	Staff (in school training)	Course: (certificated)	
Safeguarding			
E-safety: AUP & Memory stick agreement, Data Protection			
Risk assessments:			
	Protocol (filling in the forms)		
	Trips		
	Working Alone		
	Working at height		
	Working whilst Pregnant		
Fire Awareness			
Asbestos			
Use of ladder protocol			
Medication training			
COSHH			
Health & Safety			
First Aid			
Manual Handling.			

Keep this as a record of your training but please submit a copy when there are changes so we can keep our records updated.

Received by Headteacher.....

Date.....