



## MIDDLETON PARISH CHURCH SCHOOL

### ADMINISTRATION OF MEDICINES POLICY

*'Excellence, Truth & Grace'*

#### **RATIONALE:**

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

#### **PRESCRIBED MEDICINES:**

Trained staff at Middleton Parish Church School are only allowed to administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. Medicines must be instructed to be taken four times per day.

We are **unable** to accept medicines that have been taken out of their original container or make changes to dosages on parental instructions.

Parents will be asked to complete a 'Short-term Medication' form or a 'Long-term Medication' form dependent upon whether the medicine is required to manage a short illness or to support the management of an ongoing medical condition (see Appendix). Medicines will be administered at 1.00 p.m., unless a specific time has been indicated by the prescriber. Wherever possible, we would ask that doses are given outside of school hours; the prescriber will be able to assist you with this.

#### **STORAGE OF MEDICINES:**

All medicines should be delivered to the school office by the parent or carer. **Under no circumstances** should medicines be left in a child's possession.

All medicines should be stored in accordance with product instructions (paying particular attention to temperature). Medicines will normally be kept in a fridge in the school office. Medicine should not be kept in classrooms, with the exception of adrenaline pens and inhalers.

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. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and kept in an agreed place in the classroom.

### **DISPOSAL OF MEDICINES:**

Staff should not 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.

### **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 assessment for such children.

Arrangements for taking any medicines on trips must be made. A copy of any health care plans should be taken on visits.

### **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.
- Are responsible for collecting the medication at the end of the school day.
- Must complete and sign the parental agreement form.
- Must keep staff informed of changes to prescribed medicines.
- Should administer medicines at home, wherever possible.

#### **Head teacher: -**

- To ensure that the school's policy on the administration of medicines is implemented.
- 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 School's policy on the administration of medicines.
- Consult with other professionals as necessary e.g. the school nurse.
- Ensure that medicines are stored correctly.

#### **Staff: -**

- Staff are not medically trained and their assistance is purely voluntary. Staff cannot be responsible for any dose missed.
- 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.

- Complete the 'administration of medicines' record sheet each time medication is given on 'Medical Tracker'.

### **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 (4 times per day)
- any side effects
- expiry date

A parental agreement form 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 medicines record sheet. No 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 obtain agreement from the child's parent should he/she wish to share this information with anyone other than staff members for whatever reason.

### **STAFF TRAINING:**

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

### **INSURANCE:**

Staff providing support to pupils with medical conditions, are covered by our School Insurance Policy.

**RELATED POLICIES:**

Medicines and supporting pupils with medical conditions  
Health and Safety

This policy should be reviewed annually in accordance with National Guidance.

# LONG TERM CARE PLAN FORM

Student Name:

Medical Conditions

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Medication use time (if applicable)

Self Administration

AM/PM	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Is this ongoing Condition:

Dispensed Date: (by pharmacy)

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Medication Name (s)

Medication Expiry Date

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Dose of Medication (s)

Special Precautions

	<i>Example:- Medication should be taken before/after lunch</i>
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Student's condition and individual symptoms

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Daily Care Requirements

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Procedures to take in an emergency

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Follow up care (if applicable)

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# Short Term Medication Administration Form

Student's Name

Self administration

Yes  
 No

Medical condition

Date medication dispensed by pharmacy

Special precautions

EXAMPLE: Medication should be taken  
before/ after lunch.

Last date medication needs to be taken

Dosage of medication

Procedures to take in an emergency  
(if applicable)

1. Medication use time

 am / pm

2. Medication use time (if applicable)

 am / pm

3. Medication use time (if applicable)

 am / pm

## DETAILS OF PERSON COMPLETING THIS FORM:

Name

Date

Email address

Signed

OFFICE USE ONLY: RECORDED ON MEDICAL TRACKER: