



# Northbrook Primary School Administrating Medication Policy



- Adopted by Governors/HT
- Last Review Date : June 2019
- Next review : June 2021
- Person Responsible : HT

# *Navigating pathways to success*

## **Administering Medication in School Policy**

Northbrook Primary School adopts the best practice guidance and procedures offered by the Department of Education, specifically

- DfE supporting pupils at school with medical conditions
- DfE supporting pupils with medical conditions templates
- DfE Gov.uk Supporting pupils with medical conditions – links to other useful resources

It may also be necessary to refer to:

- A child's individual health care plan
- A child's individual Education and Health Care Plan

### **Records**

On admission of the pupil to our school, all parents will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication
- emergency contact numbers
- name of family doctor/consultants
- special requirements (e.g. dietary)

At the beginning of each academic year all parents will be required to up-date the medical form or as and when anything changes.

### **Administration of Medication**

Parents should, wherever possible, administer or supervise the self-administration of medication to their children. This may also be achieved by the child going home during the lunch break or by the parent visiting the school. Wherever possible, families should arrange medication doses to be taken outside of school's hours for example at breakfast, 3.30 p.m. and bedtime. However, this might not be practicable and in such case parents may make a written request for medication to be administered to the child at the school. (Form 1)

## Legal Obligation to Administer Medicines

Current guidance allows the school to administer over the counter medication and medication prescribed by a medical professional on receipt of written parental permission.

## Staff Training

Staff involved with the administering of medication will receive appropriate training and support from health professionals. They will be made aware of the correct procedures to follow when administering medicines, and procedures in the event of a child not reacting in the expected way.

## Prescribed Medicines

If, medication needs to be administered at set times during the school day, the following arrangements will be made by the school with the parent /carer to allow the school to take on the responsibility:-

- i. The parent /carer will be asked to complete and return the attached form (Form 1) giving all the relevant details in full. In so doing, the parent/carer consents to the school administering medication to his/her child for the duration of the course of the medication. A copy of the parent consent form will be kept in the office.
- ii. For pupils requiring regular doses of medicine on a long-term basis (e.g. in the case of chronic illness), the parents will be asked to discuss the implications of the illness with the Headteacher, and a decision will be made as to arrangements necessary to administer the medication and support the child. Parents will be asked to complete a consent form and a Healthcare Plan may be drawn up.
- iii. Medication prescribed by a doctor must be in the original container as dispensed by a pharmacist and include the name of the child and the prescriber's instructions for dosage and administration.
- iv. Some pupils with chronic complaints may well be taking responsibility for administering their own medicine, including inhalers. In these cases a parental consent form, together with clear instructions, must be completed.(Form 4)

A record of medicine administered to the child will be sent home at the end of each day. (Form 5)

## Non-Prescribed Medicines

The school will administer over the counter medication such as pain relief with written permission from parents. (Form 3) Over the counter medication must be in its original container. Aspirin-containing medications can only be administered if prescribed by a doctor.

Details of the dosage required and the timings of the most recent dose received must be included in the request. A record of medicine administered to the child will be sent home at the end of each day. (Form 2)

### **Safe Storage of Medicines**

While in school, the medication will be stored in accordance with the product instructions in the office and the children will be informed where their medicines are stored.

The school will store and administer medicine for an individual child on receipt of a written request received from parents/ carers.

All emergency medicines, such as asthma inhalers will be readily available to children and will not be locked away.

### **Administration Of Medicine**

When the school gives the medication to the child , there will always be one adult to give it to them and another to observe ( check that the correct medication and dose is given) and record it.

Any two adults in school may administer medication. If any person feels uncomfortable administering medication, they may ask a member of the Senior Leadership Team to take over.

When medication is administered, it will be recorded on a form and signed by both adults.

### **Receiving / Returning Medicines**

The school can only store and administer medication if an adult ( over 16 years) brings the medication into school and takes it directly at the start of the school day to the Office and completes a consent form ( as attached) for each medication given to school.

Medication received by the School Office will be checked by office staff; recorded on CPOMs, recorded in the log of medications kept in school and class staff notified.

Medicines will be returned to parent/carer at the end of the school day via the school office.

Parents/ carers will take responsibility for ensuring that adequate quantities of in-date medication are provided to the school. If a medication is no longer needed or expires the parent/carer will be asked to collect and dispose of it.

If the parent/carer does not collect it, the school will dispose of it appropriately .

### **Offsite Visits**

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits should be aware of any medical needs, medication to be administered and the relevant emergency procedures. Where necessary an individual risk assessment should be drawn up.

If taken out of school ( e.g. on an educational visit), the medication will be kept in the supervising member of staff's bag and kept on their person.

### **Staff insurance cover**

If these guidelines are followed, including the requisite to obtain parental consent, staff will be protected by the County Council's insurance policy against claims of negligence should a child suffer injury as a result of the giving of medicine.

### **Complaints**

Should parents be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, a formal complaint can be made via the school's complaints procedure.

### **Evaluating the Policy**

This policy will be monitored and evaluated regularly by the Governing Body. It will be reviewed every three years to ensure that the policy enables all children to have access to continuity of education.

## FORM 1

### PARENTAL AGREEMENT FOR SETTING TO ADMINISTER MEDICINE

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The school cannot give your child medicine unless you read the school's Medication In School Policy and complete and sign this form

Child		Checked by school staff Name and date
Name of school	Northbrook Primary School	
Name of child		
Date of birth		
Year group		
Medical condition or illness		

#### **Medicine**

Name identified on the prescription		
Name/type of medicine <i>(as described on the container)</i>		
Prescribed/dispensed date		
Expiry date of medicine		
Quantity given to school		
Dosage and method ( eg oral, inhaled)		
Time(s) to be taken		
First date to be taken		
Last date to be taken		
Special		

precautions/other instructions		
Are there any side effects that the school 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**

Checked by school staff  
Name and date

**Contact Details**

Name		
Daytime telephone no.		
Relationship to child		
Address		
I understand that I , or another adult, must deliver the medicine personally to	Mrs Turner	

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 policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

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

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

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

Additional Supply Received		school staff Name and date
Quantity given to school		
Date received		

Disposal	Disposing staff member's names and date	school staff Name and date
Medication quantity		
Disposal method ( e.g. collected by family/ ran out/ returned to pharmacy)		
Disposal date		

Recorded	By ( Staff name)	Date
Note sent to class		
Added to Record of medication stored in school sheet		
On CPOMs		



## FORM 2

### RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

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Name of school	Northbrook Primary School	Checked by school staff – name and date
Name of child and class		
Name and type of medicine ( as described on the container)		
Dosage and method		
Date medicine provided by parent		
Quantity received		
Expiry date		
Times to be taken		
First date to be taken		
Last date to be taken		
Special precautions / other instructions		
Quantity returned		

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date  
Time given  
Dose given  
Name of member of staff  
Staff initials


Date  
Time given  
Dose given  
Name of member of staff  
Staff initials


Date  
Time given  
Dose given  
Name of member of staff  
Staff initials


Date  
Time given  
Dose given  
Name of member of staff  
Staff initials


Date  
Time given  
Dose given  
Name of member of staff  
Staff initials


**C: Record of medicine administered to an individual child (Continued)**

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			