

Brackenwood Infant School



Administration of Medicines Policy

		Name	Signature	Name	Signature
Date Adopted					
Review Date					

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Brackenwood Infant School

Administration Of Medicines Policy

Where children have been prescribed medications by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need medication during school hours have their special needs met in such a way that they retain the fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures.

- To keep medication safe in school.
- To ensure that children who need to take medication while they are in school have their needs met in a safe and sensitive manner.
- To make safe provisions for the supervision and administration of medication in school time.

Strategies

1. Only medication prescribed by a doctor, or authorised health care worker, will be administered in school.
2. Only members of staff that have been authorised by the Headteacher may administer medication*. In an emergency, the Headteacher will make appropriate alternative arrangements. In some circumstances, as determined by the Headteacher, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication.
***Members of staff to administer medicines: Jasmine Pickess, Lesley Gale, Sharon Jones, Nicola Bell, Melissa Hinchey.**
3. A second member of staff must be present when medicine is being administered by any of the above named members of staff and must counter sign the administration of medicines sheet.
4. Legal parents or guardians must complete a written consent form when they wish the school to supervise or administer medication.
5. Parents must visit the school to discuss what is being requested and to agree the procedures proposed by the school.
6. Medication must be sent into school in its original container, clearly labelled with a medical label (such as from a pharmacy) with the child's name on it.
7. Medication will be kept safely according to the instructions on its container. Where medication needs to be kept refrigerated, it will be stored in the medical refrigerator in the staff room.
8. A record will be kept of all medication administered and signed by both members of staff that were present during the administration of the medicine.

9. When pupils needing medication are on visits away from school, the school will do its best to see that, as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parent will be requested to accompany them on such visits and outings.
10. From 1st October 2014 (Human Medicines Regulations 2014) – School may hold an emergency Salbutamol Inhaler for emergency use with pupils who have been diagnosed as asthmatic providing that the parent's written consent is held allowing the use of the emergency inhaler. The inhaler will be held in the 'stationery room' with a list of the pupils for whom we have received consent forms. If the inhaler is used, it should be replaced by the child who has used it.

Outcomes

The school will do all that it can to ensure that children with medical and special needs will have as little disruption to their education as possible. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication.

Appendix 1

PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE

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

Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
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	

All medicines should be handed in at the school office. It is the parent/carer's responsibility to collect it at the end of the day.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school 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.

Signature(s) _____

Date _____

Request authorisation on behalf of school

Signature _____

Date _____

Headteacher/Deputy Headteacher

Administration Record

Date administered					
Time administered					
Administered by					
Witnessed by					

Date administered					
Time administered					
Administered by					
Witnessed by					