



Nancy Reuben Primary School

Administration of Medicines Policy

September 2016

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1 Introduction

Parents have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school. Parents should also provide all necessary information about their child's medical needs to the school.

This policy is written in association with DfE April 2014 – Supporting Pupils At School With Medical Conditions.

Key points are:

- Pupils at school with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education.
- Governing Bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing Bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

This policy may be superseded by a child's EHC plan or Individual Care Plan, or may be used in conjunction with them.

2. Staff duties

School teachers have no legal obligation to neither administer medicine to pupils nor supervise them while they take medicine, unless contracted to do so. At NRPS the majority of staff are, however, happy to assist in the administration of medicines, but must be given appropriate training and guidance to do so.

As a school, we have a duty to plan how administering medicines can be accommodated in school and on educational visits to allow children who have medical needs to attend.

3. Administering Medicines in School

3.1 Process for the Administration of Medicines in School

Medicines should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health, or would greatly impact on a child's school attendance, if the medicine were not taken during the school day).

The school will only accept medicines, if the following apply:

- Medicines are prescribed by a medical practitioner
- Medicines are in date
- Medicines need to be administered in 3 or more times per day (in the case of 3 times per day the school will administer one dose of medicine at lunch time).
- Medicines are in their original container, as dispensed by a pharmacist
- Medicines are in containers with labelling identifying the child by name, dated and with original instructions for administration, dosage and storage.

For use of inhalers see Asthma Policy

3.2 When the school will not administer medicines

The school will not accept or administer medicine, if any of the following apply:

Medicines need to be administered fewer than 3 times a day (unless the child is attending a residential).
The medicines are over the counter medicines (not prescribed by a doctor) such as Piriton, Paracetamol including Calpol, Nurofen, Aspirin etc.
Medicines are out of date.

Medicines are not in their original container from the pharmacist – with clear labelling stating the child's name, administration information and date.

3.3 Accepting Medication

On accepting medication, the parent must sign a form disclosing all details and giving permission for the medication to be administered by a named person (usually Mrs J Matlock, or a staff volunteer in the case of educational visits).

The medicine must be kept in a locked cupboard (except where storage in a fridge is required) and must only be accessed by named adults, or with the permission of the Head Teacher.

When administering the medicine, the named adult must complete a record

3.4 Process for Administration of Medicines in School – Short Term Medical Needs.

When administering, the named adult must complete a record (Appendix 1) showing the date and time and details/dosage of the medication. This must be counter-signed by another adult – who receives the medicine in school. In the case of the child being allowed to administer their own medication, this must again be added to the record and counter-signed by another adult. Under no circumstances should a parent send a child to school with any medicines, eg throat sweets/tablets, without informing the school. These could cause a hazard to the child or to another child if found and swallowed. Parents are welcome to come into school to administer medicines themselves that the school refuse to administer, for reasons given above.

3.5 Process for the Administration of Medicines in School – Long Term Medical Needs.

Where a child has long-term medical needs, a care plan must be written with the assistance of the medical professionals involved in the child's care and the parents of the child. This may also result in an individual risk assessment also being required. The care plan must be followed and reviewed at least annually. It is the parent's responsibility to inform the school of any changes to the child's condition that may require the details of the care plan to be altered. The Headteacher must ensure that named staff are trained to administer or give the level of care required by the details of the care plan. As a school, we try to ensure that we have sufficient information about the medical condition of any child with long-term medical needs and will request meetings with parents and recognised medical practitioners regularly to provide the correct level of training. Training should be specific to the individual child concerned. There will also be regular/annual training for all staff on more generalised needs eg asthma awareness and epi-pen training, diabetes and epilepsy.

3.6 Process for the Administration of Medicines during residential visits– all medical needs.

For the purpose of residential visits, there will be a named person with responsibility for the administration of medicines and care of children as above. Parents will be asked to complete a form and may be required to meet with the named staff to ensure that staff are aware of all medical requirements. In the case of higher levels of care eg intimate care, the named member of staff will also meet with relevant, recognised medical advisors to ensure that they are trained in dealing with the level of care required.

4 Returning Medication

Medication must be collected from the main office at the end of every day by an adult.

5 Monitoring and Evaluation

This policy will be reviewed every two years.

DATE CREATED: SEPTEMBER 2016

DATE OF NEXT REVIEW: SEPTEMBER 2018



Nancy Reuben Primary School

Parental agreement between parents and school for the administration of medicine (Short Term)

In accordance with the school's Medicine Policy, the school will not give your child medicine unless you complete and sign this form and the medicine provided adheres to the conditions of the school's policy. (A copy of the Medicine policy can be obtained from the school office.)

Name of school/setting		
Name of child		
Date of birth		
Class		
Medical condition/illness		
Medicine		
Name/type of medicine (as described on the container)		
Date dispensed		
Expiry date		
Agreed review date to be initiated by (staff member)		
Dosage and method		
Timing		
Special precautions		
Are there any side effects that the school needs to know about?		
Self-administration	Yes	No
Procedures to take in an emergency		
Contact details		
Name		
Daytime telephone number		
Relationship to the child		
I understand I must personally deliver the medicine to a member of the school office staff	Name of staff member	Signature of staff member

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

I understand that I must notify the school of any changes in writing.

I understand that a non-medical professional will administer my child's medication, as defined by the prescribing professional only.

Signature		Date	
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Nancy Reuben Primary School

Parental agreement between parents and school for the administration of medicine (Long Term)

In accordance with the school's Medicine Policy, the school will not give your child medicine unless you complete and sign this form and the medicine provided adheres to the conditions of the school's policy.

(A copy of the Medicine policy can be obtained from the school office.)

Note: Medicines must be in the original container as dispensed by the Pharmacy

Name of school/setting		
Name of child		
Date of birth		
Class		
Medical condition/illness		
Medicine		
Name/type and strength of medicine (as described on the container)		
Date dispensed		
Expiry date		
Number of tablets/ quantity of medicine left with school		
Dosage required to be administered		
When to be given		
Any other instructions		
Special precautions		
Are there any side effects that the school needs to know about?		
Contact details		
Name		
Daytime telephone number		
Relationship to the child		
Doctor details:		
Name of Doctor		
Doctor's contact number		
Agreed review date to be initiated by Renee Sonenfield (SENDCo)		
I understand I must personally deliver the medicine to a member of the school office staff	Name of staff member	Signature of staff member

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's policy.

I understand that a non-medical professional will administer my child's medication, as defined by the prescribing professional only.

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.

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

Signature		Date	
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