

## **Policy For The Administration Of Medicines**

### **Introduction**

#### **Aims and objectives of the policy**

- To ensure effective management system and arrangements are in place to support children and young people with medical needs in the Blue Coat School.
- To provide clear guidance for staff and parents/carers on the administration of medicine.

#### **Points of note**

- Although our school makes every effort to monitor and review individual needs which includes the administration of medicines, it should be noted that there is no legal duty required by staff to either administer or supervise a child taking medication, this is a voluntary role.
- The Blue Coat School is working to improve access for disabled students and ensure that reasonable adjustments are made to enable students with medical needs can participate fully in all areas of school life including educational visits and sporting activities and therefore should be considered in conjunction with the accessibility policy.
- Staff will be informed of any students' medical needs and any changes that may arise and the designated person with responsibility for medical care. There must always be the required number of staff trained in First Aid and these are set out in the Health and Safety policy.

#### **The Administration of Medicine Procedure**

Parents/carers are to inform The Blue Coat School of their child's medical needs on the **Student Information Checklist** which is sent out prior to students entering the school in Year 7 and then information to be recorded on SIMS by support staff.

A **Data Collection Sheet** will then be sent to parents/carers annually by support staff to ensure details are kept up to date and again recorded on SIMS.

In the meantime any medication provided by parents to the school should be in a container clearly labelled with the following information.

- The child's name
- Name of the medicine
- Dose and frequency of medication
- Any special storage arrangements.

These should be handed in to the Administration Office upon arrival at school. Parents are also responsible for the collection and disposal of medications held in school at the end of each term and ensuring that medication does not pass its expiry date.

No medication will be administered without prior written permission from the parents/carers on a **Request To Administer Medication Form**, including written medical authority if the medicine needs to be altered (eg. crushing of tablets).

Where possible we expect parents/carers to administer medication to their children at home.

The Headteacher will determine if medication is to be administered in school, and by whom, following consultation with staff.

Any member of staff, giving medicine to a student, should check the following on each occasion

- Name of the pupil
- Written instructions provided by the parents/carers or doctor
- Prescribed dose
- Expiry date

And then should complete the Administration of Medication Record Book held in the administration office within the first aid cabinet.

- Date
- Child's name
- Time due
- Time given
- Medication
- Dosage
- Expiry date
- Any reaction
- Staff signature

If a child refuses to take their medication, staff will not force them to do so but will ensure parents/carers are informed as soon as possible. Refusal to take medication will be recorded and dated on the record sheet with the reason for the refusal and any action taken by the member of staff. The Deputy Headteacher (Children's Services) will be immediately informed AND the relevant Year Group Manager.

Written permission is also required from parents/carer for students to self administer medicine on a **Request To Administer Medication Form**' by ticking the appropriate box for self administering.

Students are not permitted to carry medication unless previously agreed by the school on a **Request For Child To Carry Medicine Form**.

### **Points to note regarding staff training**

The Headteacher will ensure that all members of staff are aware of the school's planned emergency procedures in the event of medical needs.

The Blue Coat School – Policy/procedure for the Administration of Medicines, Sept 2010.

Training and advice will be accessed from health professionals for staff involved in the administration of medicines and details of any training will be recorded on the staff training record.

### **Points to note regarding visits or intimate/invasive treatment**

All students will have equal rights to participate in educational visits and therefore The Blue Coat School will not make a decision about a child with medical needs (that have been informed to the school) regarding attending/not attending a school visit without prior consultation with parents/carers.

For residential visits essential medicines will be taken and controlled by the member of staff supervising the visit. They must be aware of all medical needs prior to the visit taking place, and trips/paperwork will include a relevant form for parents/carers to complete.

Intimate/invasive treatment will only take place at the discretion of the Headteacher and the Governors with written permission from the parents/carers and only under exceptional circumstances. In this event, two adults, one of the same gender as the child, must be present for the administration of such treatments and will record the treatment.

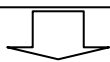
### **For information**

Forms will be available on the school website for parents to download, complete and return to school with any medication.

## Quick Guide to the Procedure for Administration of Medicines

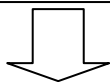
School to issue a Student Information Checklist prior to entrance in Year 7. School to issue a Data Collection Sheet annually for updated information to be gathered. All data to be accessible on SIMS.

Medication will only be administered by a designated staff member/self administration following receipt of either a Request for School to Administer Medication Form or a Request to Self Administer Medication.



If staff are administering medication, the following checks should be made.

- Name of Child
- Name of Medication
- Prescribed Dose and Frequency of Medication
- Any Special Storage Arrangements
- Expiry Date of Medication



Once staff have administered medication, a record of the following should be made in the Administration of Medication Book in the first aid cabinet in the administration office.

- Date
- Name of child
- Time due
- Time given
- Medication
- Dosage
- Expiry date
- Any reaction
- Signature of Staff Member
- Name of Staff Member

### Parents Request For School To Administer Medication

School cannot give your child medicine unless you complete and sign this form and the Headteacher agrees for staff to administer the medication.

Please tick to select if the medication is to be administered by staff

or be self administered by the student

<b>Personal details</b>  Name of student: Contact telephone number: Condition or illness:
<b>Medication</b>  Name/type of medication: Special storage requirements: Date dispensed: How long will your child take this medication:
<b>Full directions for use</b>  Dosage: Frequency/timing: Method: Any particular problems with administration: Side effects:
<b>Parental Declaration</b>  I will ensure that the appropriate staff members are aware when medicine arrives at school. I will complete another form if any of the above information changes.  Signature: _____ Date: _____ Print Name: _____ Relationship to child: _____
<b>Name and address of GP (in case of emergency)</b>          

### **Request for Child to Carry Own Medicine**

School cannot give your child permission for your child to carry medicine without this form being completed.

**(If staff have concerns, they should discuss with healthcare professionals)**

<p><b>Personal details</b></p> <p>Name of student: Form Group: Address:</p> <p>Contact telephone number: Condition or illness:</p>
<p><b>Medication</b></p> <p>Name/type of medication: Procedures to be followed in an emergency:</p>
<p><b>Parental Declaration</b></p> <p>I would like my son/daughter to keep his/her medicine on him/her for use as necessary.</p> <p>Signature: _____ Date: _____ Print Name: _____ Relationship to child: _____</p>
<p><b>Parental Declaration</b></p> <p>I also give permission for a representative of the School to contact our GP in the case of an emergency.</p> <p>Signature: _____ Date: _____ Print Name: _____ Relationship to child: _____</p> <p>Our GP's name and address are as follows:</p>

