



Medicines, Administration of Medicines Policy

Senior Leader responsible	Deputy Head (E. Webb)
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Medicines, Administration of Medicines Policy

Legal Obligation to Administer Medicines

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and managements committees of PRUs to make arrangements for supporting pupils at their schools with medical conditions.

The act makes clear that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Governing bodies should ensure that these arrangements are in place and that school leaders consult fully with other professionals.

Procedure to be followed when a pupil has prescribed medicines

If a pupil needs to take any form of medication at school his/her parents/carers need to complete a medication form (available from Reception or the school website under the "Information for you" section, Appendix 1 and 2). This needs to be brought into school with the medicine. Each item of medication must be delivered to the First Aid Office staff in normal circumstances by the parent, in a secure and labelled container as originally dispensed by the pharmacist. Each item of medication must be clearly labelled with the following information:

Pupil's name
Name of medication
Dosage
Frequency of administration
Date of dispensing
Storage requirements (if important)
Expiry date

The school will not accept items of medication in unlabeled containers.

In most cases the pupils prescribed medicine must be left at the First Aid office. The only exceptions to this are: if the pupil has asthma and uses an inhaler, if they have diabetes and use the Novopen regime, or if they have an allergy and use an auto-injector.

The medication will be stored in a locked cabinet or the fridge and administered appropriately. The pupil must arrive at First Aid at the correct time to take his/her medicine. It is their responsibility to ensure that they arrive to take their medicine at the right time. The First Aid staff will not take the medicine to the pupil. The school will keep records, which they will have available for parents to see if they wish.

Appendix 1 and 2 refer.

Procedure when a pupil has a medical condition/ Healthcare Plans

Pupils with a medical condition will have an NHS Healthcare plan or an intermediary Neatherd Healthcare plan. Medication details will be held on this record instead of the standard forms (Appendix 1 and 2). Procedures for the administration of medicines will be as above. All pupils suffering from Asthma should have a Norfolk County Council Asthma Record Care Plan. It is the duty of the Health Care Practitioner to ensure that this plan is

set up and shared with teaching staff. A briefing document/medical exit card is also made where necessary for teachers. Any key changes to the pupil's daily routine at Neatherd will be summarised in the healthcare feature on the young person's Bromcom profile, by the Data staff.

Healthcare plans and reviews may be initiated in consultation with the parent by the Health Care Practitioner or a healthcare professional involved in providing care to the young person. Pupils should be involved where possible.

The healthcare plan should contain:

- Information about the medical condition
- The pupil's resulting needs
- The support that will be put in place
- Who will provide that support and when and where the support will take place
- Which members of staff need to be informed
- Arrangements for school trips
- What to do in an emergency

Specialist Resource Base

If a pupil in the SRB needs to take any form of medication at school, his/her parents/carers need to complete a medication form (available from Reception or the school website under the "Information for you" section, Appendix 1). This needs to be brought into school with the medicine. Medication for the SRB is stored in a locked cabinet in the SRB office. It must be clearly labelled, as above. A member of the SRB staff will administer the medication and record it on the relevant form (Appendix 2), also stored in the locked medicine cabinet.

Non-Prescribed Medicines

The school does allow pupils to carry paracetamol or ibuprofen, provided they are for their own use and their parents/carers have given permission for this. They must not give their tablets to anyone else to take.

Refusing Medication

If a pupil refuses to take medication, staff will not force them to do so. The refusal will be recorded and the parents informed. If necessary, the school will call the emergency services.

Safe Storage of Medicines

The school will only store and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions; this includes medicines that need to be refrigerated. Children will be informed where their own medicines are stored.

All emergency medicines, such as asthma inhalers and adrenaline pens "auto-injectors", will be readily available to pupils and will not be locked away.

Outside of school building procedures

Should a situation arise outside of the school building, in a PE lesson or during community time, then the standard emergency procedure will be followed. A member of staff or a pupil will be sent to get first aid assistance from a fully trained member of staff. All PE staff are first aid trained, and the PE department will follow their Accident Procedure.

Offsite visits

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. It is the parent and pupil's responsibility to ensure that the correct medication is taken with them and that the staff are fully aware of the medication required. A risk assessment with emergency instructions for staff is produced for every off-site trip. There may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed but every step will be taken to ensure that this is not the case.

Parental responsibilities

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased and generally provide up to date information about the condition. It is the parent's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. The school will not make changes to dosages on parental instructions. Date expired medicines or those no longer required for treatment will be disposed of.

Training

Any specific training required by staff in the administration of medication (e.g. adrenaline via an "epi-pen") will be provided by the school First Aid Instructors. Staff will not administer such medicines unless they have been trained to do so. The school will keep records of all staff trained to administer medicines and carry out other medical procedures. Training will be updated as appropriate.

Policy Compliance and Evaluation

This policy statement will be monitored and evaluated regularly by the Deputy Headteacher.

This policy is in line with guidance from the government set out in Section 100 of the Children and Families Act 2014.

Other relevant legislation:

- The Health and Safety at work act 1974 (Section 2)
- The Medicines Act 1968
- The Special Educational Needs and Disability Code of Practice
- Section 19 of the Education Act 1996
- Misuse of drugs act 1971

Other relevant policies:

- Health and Safety policy
- First Aid policy
- Supporting Pupils with Medical Conditions policy



Dereham Neatherd High School

Medication At School Record Form

Medication At School Record Form

Name of Child:	
Name of Medicine:	
Date Start:	
Date Stop:	
Dosage & Method:	
Times to be administered:	
Special Storage Requirements: (if YES specify)	Yes / No (delete as appropriate) Fridge / Locked medication cabinet
Child To Self-Administer:	Yes / No (delete as appropriate)
Teacher Supervision Required	Details will be recorded of dose time & date
Teacher To Administer Medication	Yes / No (delete as appropriate)
Is packaging original / used	Yes / No
Is information leaflet enclosed	Yes / No
Procedures to take in an Emergency	
CONTACT DETAILS	
Name:
Daytime Telephone No:
Relationship to Pupil:

Declaration	
I hereby give permission for medicine to be given to my child in accordance with the details above.	
.....
Signature	Name (block capitals) Date

