



THE CLARE SCHOOL

GUIDELINES FOR ADMINISTRATION OF MEDICATION IN SCHOOL

Before a medication is given in school, Form Med 1 "Request for School to Administer a Prescribed Medication" must be completed by the parent/guardian. Without this signed consent form, the school cannot administer a medication. A new Form Med 1 must be completed at the beginning of each academic year or if there are any changes to the medication. It is the responsibility of parents/guardians to inform the school of any changes to medication.

Medication must be supplied in the chemist's original container, clearly labelled with the name of the medication, the child's name, the dosage and/or other instructions. It is the responsibility of the parent/guardian to ensure there is an adequate supply; however if it is noted that the supply of medication is running out, the school will inform parents/guardians by letter. It is the responsibility of parents to ensure that the pharmacy update labels when a change of dose is made.

Only medication prescribed by the child's GP or Consultant Paediatrician can be administered in school. If a child requires analgesia (painkillers e.g. paracetamol; ibuprofen or anti-biotics) on a regular basis, these can be given following discussion with the Headteacher. A Form Med 1 must be completed, and the analgesia prescribed by GP or Paediatric Consultant.

Non-prescribed analgesia may be given in certain circumstances, but only after discussion with the Children's Community Nurse/Headteacher. A Form Med 1 must still be signed by the parent/guardian. (Ad hoc medication is kept in a locked cupboard). The child's name will be clearly written on the medication package/bottle. Some children who require AdHoc medication regularly have their medication and Form Med 1 form stored in the locked cupboard in the school office.

Other non-prescribed medication (e.g. cough medicine) will not be administered in school. Children should not bring any medication into school without the prior agreement of the Headteacher.

A record of all medication administered in school must be recorded on the Record of Medication Administration form. These forms should be kept for a minimum of 5 years.

The school will ensure the safe storage of medication at all times. Medication sent into school must be stored in a locked cupboard within the school office. Medication administered by the teaching assistants in the classroom must be stored in a locked cabinet

PROCEDURE FOR ADMINISTERING MEDICATION

1. Check form Med 1 is completed, signed and in date.
2. Check details on the medication container (child's name, name of medication, dosage) are the same as on the F Med 1.
3. Check expiry date of the medication - do not give medication if it has expired. If you notice the expiry date approaching, or nearing the end of medication supply, please inform the parent/guardian by letter.
4. Give medication by the correct route (e.g. by mouth, by gastrostomy) N.B. Only staff who have received gastrostomy and administration of medicine training who hold a valid Certificate can administer medication via the gastrostomy.
5. Complete the Record of Administration form.

This Policy is to be reviewed Autumn Term 2020.

Signed
Headteacher

Signed
Deputy Headteacher



THE CLARE SCHOOL

GUIDELINES FOR ADMINISTERING MEDICATION ON SCHOOL DAY TRIPS & RESIDENTIALS

A suitably trained member(s) of staff should be identified to be responsible for the administration of medication during a school trip.

When planning a school trip, consideration should be given to which children require emergency or prescribed medication during the school day and staffing planned accordingly.

For emergency medication (Buccal Midazolam) the designated member of staff should collect and sign out/in the medication from the locked cupboard in the school office. The child's care plan must also be taken, as this contains the signed consent of the parent/guardian and Consultant Paediatrician to administer the medication, the record of administration form, and the individual treatment plan for the child.

For prescribed Medication, medication can be collected from the locked cupboard (front office) prior to the trip. The Form Med 1, the Record of Administration Form and the labelled container of medication must be taken out with the child. Syringes/medicine spoons will be provided.

The procedure for administration listed below is followed. This is to ensure the correct medication in the correct dosage is given to the right child. A designated staff member must sign out/in medication taken.

Ensure safe handling of medication at all times/never leave unattended. Return medication and Form Med 1 to the appropriate medicine box in the locked cupboard on return to school.

PROCEDURE FOR ADMINISTERING MEDICATION

Two members of staff should always be present for checking and the administration of medication.

1. Check form Med 1 is completed, signed and in date.
2. Check details on the medication container (child's name, name of medication, dosage) are the same as on Form Med 1.
3. Check expiry date of the medication - do not give medication if it has expired. (If you notice the expiry date is approaching, please inform parent/guardian to allow them to provide a new supply).
4. Give medication via the correct route (e.g. by mouth, by gastrostomy). N.B. Only staff who have received gastrostomy and administration of medicine training who hold a valid Certificate can administer medication via the gastrostomy.
5. Complete the Record of Administration form.

Policy Review

This Policy is available for all staff (held in the School Policy folders). It is available, upon request, to the Governing Body, Parents, Stakeholders and interested parties.