



Administration of Medication in School

Formally adopted by:-	The Clare School
On:-	19th January 2021
Headteacher:-	Rebecca Wicks
Last updated:-	Spring Term 2021
To be reviewed:-	Spring Term 2022

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 expiry date, 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 antibiotics) 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 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 ad hoc medication regularly have their medication and Form Med 1 form stored in the locked cupboard in the medical room

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. When all forms are complete or out of date, please pass them onto the Support Staff Lead for filing.

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 medical room. Medication administered by the specialist support assistants within the classroom must be stored in a locked cabinet in the room.

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.
5. Complete the Record of Administration form.

This Policy is to be reviewed Spring Term 2022.