



Policy for the Administration of Prescribed Medicines in School.

Review Date December 2014

Next Review Date: December 2015

Person in charge: Sharon Richards

Rationale

Holley Park Academy recognises that there may be occasions where it is necessary to make arrangements for administration of prescribed medication to pupils in school, so that they can continue to be educated alongside their peers.

Purposes:

1. To ensure adequate and appropriate procedures are in place for the administration of prescribed medication to individual pupils.
2. To ensure that all staff understand and implement the policy and are aware of their responsibilities.
3. To assist parents/carers and pupils in seeking to resolve problems brought to them in connection with administration of medication.
4. To ensure staff training is provided through the School Health service where this is deemed appropriate.
5. To ensure a person is identified (I.P) in the school who will administer the medications.

General Guidelines:

1. These guidelines cover medication, which has been prescribed by a medical practitioner and deemed by the practitioner that it is essential the medication must be taken during school hours. That is the medicine **needs to be administered 4 times in 24 hours or is long term e.g. Ritalin.**
2. Where prescribed medication has been deemed as essential during school hours, being long term or short term e.g. antibiotics for 1 week, and it is reasonably practicable, the school will follow the guidelines stated in appendix 1.
3. Medication that has not been prescribed by a medical practitioner will not be allowed on site. **The administration of such medication is not authorised by the LEA and any member of the school staff should not undertake it.**
4. All medication, including asthma inhalers, must be brought to the office immediately by the parent/carer, where the designated person can store it safely.
5. The identified person may only administer medication.
6. If the Head teacher believes that any pupil is not fit to learn, she will require the parent/carer/carer to keep them at home.

Long-term and short term complaints requiring medication in school.

E.g. long term; asthma, epilepsy, epipen, severe allergies, short term; antibiotics.

1. The Headteacher must be in agreement before arrangements to administer the medication to a pupil can be put into place. Advice will be sought from the community medical officer where appropriate.
2. Written authority must be received from parents/carers / carers before prescribed medicines will be administered. Formal consent forms available from the Medicine File in the school office **ORAL MESSAGES WILL NOT BE ACCEPTED. Medicines will not be accepted from pupils. In this case the parent/carer will be contacted immediately.**

3. When authorisation is received this will be placed on file in the schools medical file which is kept in the medical room. A record of the date, time dose administered and administrator will be kept All medicines will be checked at the end of each week to ensure they are still within their date.
4. When authorisation has been received the information will be placed in the medical file.
5. All agreements regarding the administration of long-term medication will expire at the end of each academic year. If medication needs to continue, written authorisation is once again required.
6. All medication must be clearly labelled with the pupil's name and the D.P. must check the pupil's name contained in the medical file and that provided on the container label, before administering the medicine.
7. Storage: all medication will be kept centrally in the medical cabinet in the medical room next to Y6 classroom or in the dedicated fridge for medication only.
8. Records will be kept of all training undertaken by individual staff in the file in the medical room and in the senior management first aid file.

Review and Monitoring

Staff and governors will review this policy and the procedures annually.

Appendix 1

Procedures for administering prescribed medicine in school.

1. Prescribed medicine must be brought to school by parent/carer and handed to the designated person.
2. The designated person will only administer medicine, which has been prescribed as needing to be taken 4 times in 24 hours, at school.
3. Upon receipt of the medication, the consent form should be completed by the parent.
4. A copy of this form must be copied and;
 - Put in the child's drop file in the medical cabinet.
 - Put into the storage box where the child's medicine will be kept.
5. The designated person will administer medication, at the specified time.
6. The cabinet/fridge will be checked regularly to ensure out of date medication is handed back to parent/carer.