

Brine Leas High School

'Administration of Medication in School'

Policy Document

A few children, whilst fit to attend school, may require medication during school hours. In addition, it may be necessary for children with long term complaints or chronic illness such as asthma or diabetes to receive medication. The following guidelines are designed to give direction as to the procedures and arrangements which should be observed when dealing with this subject.

Parent/Carer's Responsibility

- Wherever possible, the parent/carer should make arrangements to administer medicines at home. However, when it is thought necessary for a pupil to take medication during the school day, a written consent form must be completed by the parent/carer giving clear instructions regarding the required dosage. A doctor's (or health professional's) note should also be received to the effect that it is necessary for the medicine to be administered during school hours.
- Prescriptive medication should be brought into the school in the original container as dispensed by a pharmacist and include the prescribers instructions for administration.
- Non-prescribed medicines should be brought in their original container within an envelope clearly showing the pupil's name and dosage to be given together with the information sheet detailing any possible side effects.
- It is the responsibility of the parent/carer to maintain adequate supplies contained within the diabetic containers.
- Herbal, holistic, homeopathic and/or natural products must be given at home.
- It is the responsibility of the parent/carer to collect any medications from school when the pupil is no longer taking that particular medication. If it is not collected, medicines will be safely disposed of.
- It is important that a parent/carer provides an up-to-date record of home and work contact numbers in case of emergency.

School's Responsibility

- The day-to-day administration of medicines is delegated to Main Office staff. Medication will only be given once the parental consent form has been completed. Consent forms are kept in a file on the shelf in the Main Office.
- Medication needed for emergency situations will be readily accessible. Inhalers should be carried by pupils wherever possible; a spare in haler may be left with the Main Office and should be clearly marked with the pupil's name.
- Record cards are kept for all diabetic pupils. Insulin is kept locked in the First Aid cabinet and the use of Insulin is recorded when taken. Diabetic 'hypo' containers are clearly labelled on a shelf in the Main Office.
- The school will work closely with the school nurse and parents to assist pupils with long-term or complex medication needs and their on self-management of medication.
- When a school trip has been organised, the school ask that any medication is handed to the named member of staff with responsibility for administering medication. This member of

staff will then complete the details of the medication and administration requirements in the medical book and will also log medication given during the school trip.

- Approval will be sought prior to a school trip with regard to the administration of basic medication such as paracetamol. If a student requests such medication during a school trip, the parental consent form will be checked and if appropriate, medication will be provided from the school's supply.
- Any member of staff who agrees to accept responsibility for administering prescribed medicines to a young person should have appropriate training guidance and support from the health professionals. They should be aware of any potential side effects of the medicines and what to do if they occur. A written record of training and authority to carry out procedures should be kept both by the school and the member of staff.

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