



NORLAND PLACE SCHOOL

ADMINISTERING MEDICATION POLICY (Whole School, including EYFS)

Reviewed: September 2019	Next Review Date: September 2020
Responsibility: Headmaster (PM) and School Secretary (SH)	
Location(s): SMT Drive, Staff Handbook, School Website, Staff Drive, Staff Room Policy Folder	

The aim of this policy is to ensure that prescription medications are administered in an appropriate manner. This policy is mindful of the DfEE Guidance on Supporting Pupils at School with Medical Conditions.

Administering Medication

School staff have a professional duty to safeguard the health and safety of pupils. This does not imply a duty upon them to administer medication. However, staff may voluntarily undertake this responsibility and receive training enabling them to do so.

The school expects that parents will administer medication to their children at home, whenever possible. On the occasions where it may be necessary for medication to be given at school, every reasonable effort will be made to do so in accordance with instructions. Parents should be aware that there may be times where this cannot be accomplished.

There are two sets of circumstances covering the administering of medicines to pupils at Norland Place School.

1. Cases of chronic illness or long-term complaints such as asthma, anaphylaxis, diabetes or epilepsy.

If the School Secretary is willing to administer treatment, she must be formally authorised to do so by the parent and receive the appropriate guidance and training. This principle is extended to teachers, who might have to administer treatment while offsite (eg during sports fixtures and residential trips).

2. Cases where children recovering from a short-term illness are well enough to return to school but are towards the end of a course of prescription medicine. (Children who have been prescribed antibiotics should not attend school within 24 hours of the first dose.)

It is preferable for parents to administer treatment to their children. This may be achieved by the parent visiting the school.

If the School Secretary is willing to administer the medicine, the parent must complete the appropriate *Permission to Administer Medication* form beforehand and deliver it to the School Office. (Copies are included in the welcome pack issued to all new parents. Additional forms are available from the leaflet holder in the entrance of No.162, on the website or from the School Office.)

Unless prescribed by a doctor, the school will not administer non-prescription medicines. Such items include, but are not limited to, painkillers, anti-inflammatory medicines, throat lozenges, eye or ear drops, creams and lotions. In the exceptional case that a doctor recommends the use of non-prescription medicine, this must be confirmed by the parent on the *Permission to Administer Medication* form.

We ask that children do not bring OTC (over the counter) remedies to school.

Notifying the School

Parents are expected to notify the school of any request to administer medicines at the earliest opportunity, and to complete the *Permission to Administer Medication* form accordingly. If necessary, parents should discuss arrangements with the School Secretary, who will advise on procedures for administering medicines in school.

Permission to Administer Medication Form

The *Permission to Administer Medication* form should be completed in every case where medicine is to be administered in school. See Appendix 1 at the end of this policy for a copy of the form, which requests the following information:

- name of parent/carer
- name of child, date of birth and class
- name of medicine and details of the prescribing doctor
- details of how medicine should be stored
- details for administering medicine i.e. precise dosage, dates and time
- any other instructions e.g. information about self-administering, possible side effects etc.

The following consent statement is included on the *Permission to Administer Medication* form:

The above information is accurate at the time of writing and I give consent to the school to administer this medication in accordance with the school's 'Administering Medication' policy. I understand that medicine must be delivered to the School Office in person and accept that the school is not obliged to administer medication to my child. I will inform the school in writing of any changes to this information.

The form should be completed, signed and dated by the parent (or carer in loco parentis). A separate form must be used for each medicine to be administered.

N.B. The school will not administer medication in the absence of the *Permission to Administer Medication* form or in cases where the form is incomplete, incorrectly filled out or instructions unclear.

Self-Administration of Medication

If the pupil is able to administer his or her own medicine a *Permission to Administer Medication* form must still be completed. The supervising staff member will check the details on the form and that the pupil fully understands what to do. The staff member will oversee the taking of the medication and record the details accordingly.

Delivering Medicine to the School

Medicines **must** be delivered to the School Secretary by the parent or carer. Please ensure a correctly completed *Permission to Administer Medication* form has been filled out beforehand and note the following:

Long-term medicines (e.g. Epipen, inhaler): these must be in the container as dispensed by the pharmacist, with the child's name and instructions for administering clearly printed on the label. Such medication will usually be accompanied by a treatment plan for the child, after consultation with the Headmaster.

Short-term medicines: these must be clearly labelled with the child's name and class, and include details of contents and full instructions for administering, as prescribed by the doctor.

Medicines not delivered in accordance with the above guidelines will not be administered and will be stored safely in the school office for collection at the end of the day.

Storage of Pupil Medication

Emergency medication (e.g. inhaler/Epipen) is stored safely in the school Sick Room in individual, labelled plastic boxes or, by prior arrangement with the Headmaster, in the classroom.

Occasional prescription medication will be stored in the School Secretary's office, in the fridge, if necessary.

Parents are responsible for checking expiry dates of all medicines kept in school and replacing when necessary, informing the School Secretary of new expiry dates as appropriate. We recommend checking such medication on a termly basis.

The disposal of expired medicines remains the responsibility of the parent. Such items will be returned for safe disposal.

Staff Medication & Fitness to work

In line with our Safeguarding Policy all staff medication must be securely stored, and out of reach of children at all times. Ideally, staff medication should be declared and stored in the staff room or School Office and only administered out of sight of pupils. We expect staff to be fit for work when present in school or taking part in out of school activities.

Anaphylaxis

Anaphylaxis is an extreme and severe allergic reaction.

The school undertakes training to induct staff on what to do if a child has an anaphylactic reaction. A DVD or video clip is shown to all new staff as part of their induction, and as an annual refresher to existing staff.

Procedure in the event of an anaphylactic reaction:

- Give adrenaline (Epipen) and take a note of the time administered
- Dial 999 (if possible, get a colleague to do this for you)
- Stay with the child
- Ensure airway is clear
- Ensure Epipen and other items of medication are replaced in box/container and taken to hospital
- If necessary, administer second injection after 5-10 minutes



PERMISSION TO ADMINISTER MEDICATION FORM

To be completed when **prescription** medication is to be administered in school
N.B. For practical reasons, we are unable to administer non-prescription medicines

Name of Child: _____	Class: _____
Date of Birth: _____	Teacher: _____
Name of Medication: _____	Name of Prescribing GP: _____

* I give permission for Norland Place School staff to administer the above medication to my child.

The medication is to be administered:

From: _____ (date)

To: _____ (date)

At: _____ (time)

N.B. Medicine will only be administered during morning break and/or at lunchtime

Dose: _____ (e.g. 1 x 5ml)

Additional information:

Medicine to be kept in fridge **Y / N**

Medicine to be taken before/after lunch **Y / N**

Medicine to be taken home each day **Y / N**

Please provide details of other information that staff should be aware of e.g. possible causes for concern, side effects etc.

The above information is accurate at the time of writing and I give consent to the school to administer this medication in accordance with the school's 'Administering Medication' policy. I understand that medicine must be delivered to the School Office in person and accept that the school is not obliged to administer medication to my child. I will inform the school in writing of any changes to this information.

Signed: _____
(Parent/Guardian)

Date: _____

* Staff are not obliged to administer medication

