



# Brockley Primary School

## Administration of Medicines Policy

Review every two year

### 1. General

- i. All use of medication is done under the supervision of a named member of staff at this school.
- ii. This school understands the importance of medication being taken as prescribed.
- iii. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking.
- iv. However, members of staff may take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent or guardian.
- v. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed.
- vi. The local authority provides indemnity as set out in the Derbyshire County Council Administration of Medicines document which is stored with this policy.
- vii. All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- viii. Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- ix. If a pupil at this school refuses their medication, staff record this and parents are informed as soon as possible.
- x. If a pupil at this school needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.
- xi. All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- xii. If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- xiii. If a pupil misuses medication, either their own or another pupil's, parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

### 2. Administration - emergency medication

- i. All pupils at this school with medical conditions have easy access to their emergency medication.
- ii. All pupils are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition.
- iii. Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- iv. Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

### **3. Storage of non-emergency medication at school**

- i. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- ii. Staff ensure that medication is only accessible to those for whom it is prescribed.
- iii. There is an identified member of staff who ensures the correct storage of medication at school.
- iv. All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.
- v. Three times a year the identified member of staff checks the expiry dates for all medication stored at school.
- vi. The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.
- vii. All medication is supplied and stored, wherever possible, in its original containers. All medication is labeled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- viii. Medication is stored in accordance with instructions, paying particular note to temperature.
- ix. Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labeled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.
- x. All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.
- xi. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

### **4. Storage of emergency medication in school**

- i. Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- ii. Most pupils at this school carry their emergency medication on them at all times. Pupils keep their own emergency medication securely. Pupils at this school are reminded to carry their emergency medication with them.
- iii. Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where and how to access their emergency medication.

### **5. Record keeping**

- i. If a pupil has a short-term medical condition that requires medication during school hours, a medication form is sent to the pupil's parents to complete. A copy of that form is appended to this policy.
- ii. Attached to that form is a record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.
- iii. If a pupil has a longer term medical condition, such as asthma, requiring medicine to be kept in school on a permanent basis, a medication form is sent to the pupil's parents to complete.
- iv. Forms listed in i, ii, and iii above are kept in the Central Medicines Log.
- v. Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.
- vi. Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of pupils with medical conditions.
- vii. Parents are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health.

- viii. All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.
- ix. The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

**6. Head teacher**

This school's head teacher has a responsibility to:

- i. ensure the policy is put into action, with good communication of the policy to all;
- ii. ensure every aspect of the policy is maintained;
- iii. ensure that information held by the school is accurate and up to date;
- iv. delegate a staff member to check the expiry date of medicines kept at school and maintain the school Central Medicines Log.

This policy shall be kept with and read in conjunction with The Derbyshire County Council guidance on Administration of Medicines.

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## REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Dear Headteacher,

I request that ..... (Full name of Pupil) be given the following medicine(s) while at school:

Date of birth ..... Group/class/form .....

Medical condition or illness .....

Name/type of Medicine .....  
(as described on container)

Expiry date..... Duration of course.....

Dosage and method ..... Time(s) to be given.....

Other instructions .....

Self administration Yes/No (mark as appropriate)

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL. I confirm that this is **not the first dose** of this medicine to be administered.

Name and telephone number of GP .....

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school/setting is not obliged to undertake. I understand that I must notify the school/setting of any changes in writing.

Signed .....Print Name .....  
(Parent/Guardian)

Daytime telephone number .....

Address .....  
.....

### Note to parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.
2. Medicines must be in the original container as dispensed by the Pharmacy.
3. The agreement will be reviewed on a weekly basis.
4. The Governors and Headteacher reserve the right to withdraw this service