

Yatton Federated Schools

ADMINISTRATION OF MEDICATION POLICY

Document Information			
Reviewed by:	PQA	Responsibility:	PQA
Last Review:	27 th September 2017	Next Review:	October 2019
Review Cycle:	Biennial	Ratified by FGB	Not required
Signature (FGB)	Not required	Signature (Head)	Not required

The policy aims to provide clear guidance and procedures to staff and parents. It forms the basis of a supportive environment in which pupils with medical needs may receive suitable medical care enabling their continuing participation in mainstream schooling.

- Each request for administration of medication to a pupil in school will be considered individually.
- The Headteacher is responsible for deciding, in consultation with staff, parents, health professionals and the LA whether the school can assist a pupil with medical needs.
- No medication will be administered without prior consultation with, and written permission from the parent or guardian. (In addition a note from the family GP confirming the child is fit to attend school and the necessity for the child to take medication during school hours may be required).
- Medicines will only be administered by staff willing and suitably trained to do so and then only under the overall direction and responsibility of the Headteacher.
- Specific cultural and religious views on a pupil's medical care will be respected but must be made known to the school in writing.
- When necessary, a Personal Health Care Plan will be drawn up in consultation with the school, parents and medical professionals.
- A minimum amount of medication, required by the pupil, will be held in school to accommodate the needs of that pupil.
- Medication must be delivered to school by the parent or escort (not sent to school in the child's bag) and given to the Headteacher (or designated person).
- Medicines brought into school should have the original chemist dispensing label attached (where appropriate) and should be clearly marked with:
 - the name of the medicine
 - the pupil's name
 - dosage (including method of administration and times)
 - special storage requirements
- All essential staff will be able to access medicines in case of emergency. Medicines that do not need to be refrigerated will be stored in the appropriate box (one for each school) in the school office. Medicines requiring refrigeration will be stored in the Junior School servery fridge. Inhalers and epipens will be stored in medication boxes in classrooms.
- Medicines to be administered will be logged daily on a form in the office to ensure communication to relevant staff.

- The school will establish a medication chart (one for each school) and, where appropriate, used in conjunction with the pupil's individual Health Care Plan. Persons administering medication will check the medication type is correct then log the time and date, and sign the chart upon administering medication.
- Use of inhalers does not need to be logged (apart from use of emergency inhalers – see below), but parent/carers will be contacted if inhalers are required more than usual for their child.
- Parents/carers administering medication for their own child in the course of the school day will also complete the log.
- During residential school trips and visits off school site, sufficient essential medicines and medical charts/health care plans will be taken and controlled by the member of staff leading the party. If additional supervision is required during activities such as swimming, the parent may be required to assist by escorting their child.
- The school will provide training for staff in order that they are equipped to administer medical treatment to pupils with medical needs (eg. administration of rectal diazepam, epipen etc.) Maintenance of staff training records and annual reviews will be the responsibility of the Head Teacher.
- All staff must be aware of the school's procedure for calling the emergency services (999) and conveyance of pupils to hospital by the safest and quickest means available as directed by the emergency services (car/ambulance). If pupils are conveyed by car, a trained member of staff will attend to escort the child and the driver will have the appropriate insurance cover

Emergency Inhalers

- The Federation has exercised its discretionary powers to hold emergency inhalers for when a child's prescribed inhaler is not available (e.g. if it is broken or empty).
- **The emergency inhalers should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.**
- The emergency inhalers are held in the two crisis bags, along with a register of children in the schools who have been diagnosed with asthma or prescribed a reliever inhaler and for whom parental permission has been obtained. A record of use will be kept if the emergency inhaler is required and parents or carers will be informed.
- The spacers will be thoroughly cleaned if used and the Business Manager will ensure that the medication is within date. Out of date medication will be taken to the local chemist for disposal.

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REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form and the Headteacher has agreed that school staff can administer the medication.

DETAILS OF PUPIL

Surname:

Forename(s):

Address

Male/Female

Date of Birth:

Class:

Condition of illness:

MEDICATION

Name/type of medication (as described on the container)

For how long will your child take this medication:

Date dispensed:

Full directions for use:

Dosage and method:

Timing:

Special precautions:

Side effects:

Self-administration:

Procedures to take in an emergency:

THE

SCHOOL HOLDS SULBUTAMOL AND VENTOLIN INHALERS FOR EMERGENCY USE IN THE EVENT OF YOUR CHILD'S INHALER BEING LOST, BROKEN OR HAVING RUN OUT. DO YOU GIVE PERMISSION FOR US TO ADMINISTER THE EMERGENCY INHALER AS APPROPRIATE? YES/NO* Please delete as appropriate.

CONTACT DETAILS

Name:

Daytime telephone no:

Relationship to pupil:

Address:

Signature(s):

Date:

Relationship to pupil:

HEALTH CARE PLAN FOR A PUPIL WITH MEDICAL NEEDS

Name:

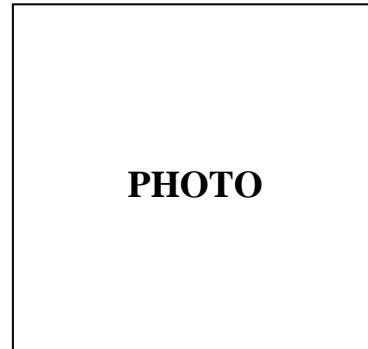
Date of Birth:

Condition:

Class:

Date:

Review Date:



CONTACT INFORMATION

Family contact 1

Name:

Phone No. (work):
(home):

Relationship:

Family contact 2

Name:

Phone No. (work):
(home):

Relationship:

Clinic/Hospital contact

Name:

Phone No:

GP

Name:

Phone No:

Describe condition and give details of pupil's individual symptoms:

Daily care requirements: (eg. before sport, at lunchtime etc.)

Describe what constitutes an emergency for the pupil, and the action to take if this occurs:

Follow up care:

Who is responsible in an Emergency: (state if different for off site activities)

Form copied to:

NOTE:

Please be aware of the confidential nature of this information. Permission from the parent or guardian must be obtained before copying or exhibiting this information.

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RECORD OF MEDICATION ADMINISTERED IN SCHOOL

Date	Pupil's Name	Time	Name of Medication	Dose Given	Reason for Administering Medication	Route of Administering Medication	Any Reactions	Signature of Staff