



HEYFORD PARK
FREE SCHOOL

BONUM COMMUNE COMMUNITATIS

HEYFORD PARK FREE SCHOOL

Administration of
Medicine Policy

January 2017



HEYFORD PARK FREE SCHOOL ADMINISTRATION OF MEDICINE POLICY

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

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours and parents/carers should make arrangements to administer medicines at home. However, when it is thought necessary for a student to take medication during the school day, a written consent form must be completed by the parent/carers 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 must be in date, labelled and brought into the school in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. With the exception of insulin which should be in a pen or pump, not its original container.

A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication should never be administered without first checking maximum dosages and when the previous dose was taken.

Non-prescribed medicines should be brought in their original container within an envelope clearly showing the student's name and dosage to be given together with the information sheet detailing any possible side effects.

It is the responsibility of the parent/carers 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/carers to collect any medications from school when the student is no longer taking that particular medication. If it is not collected, medicines will be safely disposed of.

It is important that a parent/carers 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 in the Main Office.

All medicines should be stored safely. Students should know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be stored safely but not be locked away.

A child prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another child for use is an offence therefore monitoring arrangements may be necessary.

Staff may administer medicines in accordance with the prescriber's instructions. A record will be kept of all medicines administered to individual students, stating what, how and how much was administered.

Medication needed for emergency situations will be readily accessible. Inhalers should be carried by students wherever possible; a spare inhaler may be left with the Main Office and should be clearly marked with the student's name. As per Department of Health guidance, September 2014, an emergency inhaler is kept in the main office in accordance with the Human Medicine Regulations 2014.

A Medical book is kept to record the use of insulin taken by all diabetic students. Insulin is kept in a cabinet within the main office. Diabetic 'hypo' containers are clearly labelled and kept in a cupboard in the Main Office.

The school will work closely with the school nurse/doctor/hospital and parents to assist students with long-term or complex medication needs and their 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 a 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.

Parents should be informed if their child has been unwell at school.

Compiled by:	Reviewed on: January 2017
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