

Milton Abbot School



# **Supporting Children with Medical Conditions**

**Governors Committee: Quality of Learning**  
**Review Required: Annually**  
**Current Policy: December 2020**

## **ADMINISTRATION OF MEDICATION IN SCHOOLS DOCUMENT MANAGEMENT POLICY**

This document constitutes version 1 of the **Administration of Medicines Policy** and was **adopted by the Governing Body at Milton Abbot School**

The document is subject to an **annual review in December 2021**.

1. The staff of Milton Abbot School & Foundation Stage Unit wishes to ensure that young people with medical needs receive proper care and support at this establishment. The Headteacher will accept responsibility in principle for members of the establishment staff giving or supervising a young person taking prescribed medication during the day, where those members of staff have volunteered and been trained to do so.
2. Any parent/carer requesting the administration of medication should be given a copy of this policy.
3. Only prescribed medication will be accepted in the establishment. In circumstances when a young person suffers occasional headaches, toothaches, a parent will be telephoned offering them the opportunity to call into school to administer any required medication.
4. Medication will not be accepted anywhere in a DCC establishment without Written and signed instructions from a parent/carer.
5. Only reasonable quantities of medication should be supplied to the Establishment by a responsible person.
6. Each item of medication should be delivered in its original dispensed container and handed directly to the Headteacher or to a nominated person authorised by the Headteacher.
7. Each item of medication should be clearly labelled with the following information:
  - Child's name
  - Name of medication
  - Dosage
  - Frequency of dosage
  - Date of dispensing
  - Storage requirements (if important)

- Expiry date (if available)

8. The establishment will not accept items of medication which are in unlabelled containers or not in their original container.

9. Unless otherwise indicated all frequently used or emergency medication (e.g. inhalers, EpiPen's) to be administered in the establishment will be kept in a clearly labelled 1<sup>st</sup> Aid box and kept close to hand in the pupil's classroom. Other less frequently used or stronger medication such as paracetamol will be kept in a clearly identified locked cupboard. Children are not permitted to carry medication of any kind in their bookbag or rucksack.

10. Where it is appropriate to do so, young people will be encouraged to Administer their own medication, if necessary under staff supervision.

11. It is the responsibility of parents/carers to notify the establishment if there is a change in medication, a change in dosage requirements, or the discontinuation of a young person's need for medication. Parents are also responsible for ensuring that all medication is in date.

12. Employees who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the registered school health service. Only qualified First Aiders are permitted to administer medication and they should only do so in the presence of a witness.

13. The establishment will make every effort to continue the administration of medication to a young person whilst on activities away from the premises even if additional arrangements might be required. Separate, formally agreed arrangements are acceptable on educational visits that involve an over-night stay.

14. Children with more complex medical needs will have an Individual Health Care Plan written with the support of external agencies i.e. School Nurse. Diabetes Nurse.

15. No child will ever be excluded from partaking in activities purely on the needs of medication.

Parental Consent Form Below:

School .....Milton Abbot School.....

**Parental agreement for school to administer medicine**

The School will not give your child medicine unless you complete and sign this form, and the school has a policy that staff can administer medicine.

Name of School	
Date	/ /
Childs name	
Group/class/form	
Name and strength of medicine	
Expiry date	/ /
How much to give (i.e. dose to be given)	
When to be given	
Reason for medication	
Number of tablets/quantity to be given to school	
Time limit – please specify how long your child needs to be taking the medication	_____ day/s _____ week/s other _____

**Note: Medicines must be in the original container as dispensed by the pharmacy**

Daytime phone number of parent or adult contact	
Name and phone number of GP	
Agreed review date to be initiated by (named member of staff)	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy.

**Administration of Medicines in Schools**

I confirm that the medicine detailed overleaf has been prescribed by a doctor, and that I give my permission for the Head Teacher (or his/her nominee) to administer the medicine to my son/daughter during the time he/she is at school. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent’s signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Guardian/Person with parental responsibility)

- I give permission for my son/daughter to carry their asthma inhaler with them whilst at school and to manage its use.

Parent’s signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Guardian/Person with parental responsibility)

- I give permission for my teenage son/daughter to carry their adrenaline auto injector for anaphylaxis (epi pen)

Parent’s signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Guardian/Person with parental responsibility)

**NOTES OF GUIDANCE**

- The Head Teacher (or his/her nominee) will only administer medicines prescribed by a doctor.
- This form should be completed by the parent or guardian of the pupil and be delivered personally, together with the medicine to the Head Teacher of his/her nominee.
- The medicine should be in date and clearly labelled with:
  - its contents;
  - the owners name;
  - dosage;
  - the prescribing doctor’s name
- The information given overleaf is requested, in confidence, to ensure that the Head Teacher is fully aware of the medical needs of your child.

While no staff member can be compelled to give medical treatment to a pupil, it is hoped that the support given through parental consent, the support of the County Council through these guidelines, and the help of the School Medical Service will encourage them to see this as part of the pastoral role. Where such arrangements fail it is the parents’ responsibility to make appropriate alternative arrangements.