



HOLY TRINITY CHURCH OF ENGLAND ACADEMY

# *Procedures for Administering Medication*

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To be reviewed	Headteacher, Staff and Governors
Authorised by	Headteacher and Governors

1. Children are often prescribed antibiotics. The usual dose is three times a day, in which case it should be administered before school, after school and at bedtime. If antibiotics are prescribed **four** times a day then school staff will administer them at lunchtime. School staff will also administer other medication that is prescribed to be taken during the day.
2. Staff agreeing to administer medication should have received appropriate training for the tasks they are being asked to perform.
3. Most staff are happy to administer medication and there is an up-to-date list kept by the Headteacher.
4. For all medication administered in school there must be a signed parental permission form (Administration of medicines/treatment form of consent -form 1) which is checked at the point of entry (when medicine is received).
5. A Member of the Office Staff will check that all items of medicine have been clearly labelled with the following information when it is initially handed to them. This information must match the information on the Administration of medicines/treatment form of consent (form 1):
  - Child's name
  - Name of medication
  - Dosage
  - Frequency of dosage
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date (if available)
6. Each item of medication will be delivered in its original dispensed container, on which is the dispensing label (the one the chemist puts on) and handed directly to the Office staff from 8am.
7. The Office staff will put a note in the class teacher's register. Office Staff to draw attention to the note in the class teacher's register for any supply staff.
8. A laminated label marked 'medication' will be attached to the medicine storage cabinet (in the school office) along with a number (which will describe how many children require prescribed medicine).
9. The child will then go to the office to receive medication. The following steps will be undertaken:
  - There will be two members of staff present when administering all medicine.
  - Staff will wash their hands before administering medication and clean equipment after use.
  - Staff will check that the name of the child on the form corresponds to the name on the medicine.

- Staff will check that the medicine on the form corresponds to the medicine on the bottle/box.
  - Staff will check that the dosage on the form corresponds to the dosage on the side of the medicine.
  - Two members of staff will countersign the form at the time of administration to ensure that the child has not already received the medication.
  - The spoon/cup will be washed out after use and stored with the medicine.
- 10. If there are any concerns about giving medication to a child then the member of staff must not administer the medicine, but check with the parent/carer, documenting any action taken.**
11. When a medication cannot be administered in the form in which it is supplied e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the parent/carer, following advice from a health care professional.
12. If a child refuses to take a medication they should not be forced to do so. Refusal should be documented. Parents should be informed as soon as possible on the same day. If a refusal could result, or results in an emergency, then the schools emergency procedures must be followed.
13. Unless otherwise indicated all medication to be administered in Holy Trinity Church of England Academy will be kept securely in a fridge in the long cupboard in the school office. When on an Outdoor Educational Visit, medicines will be housed in a plastic storage box and secured safely. During outdoor visits children with specific emergency medication will have it readily available (i.e. an adult **must** have it with them at all times).
14. If the medication is long term (e.g. ADHD medication) then we must also have a **second form** signed by the child's doctor or the prescribing healthcare professional . In this instance an individual health care plan will be developed. There is a copy of the Health Care Plans with medication and a copy in the SEND filing cabinet. Both forms can be downloaded from the school website (Newsletter & Downloads tab) or obtained from the office.
15. Disposal of medicines is the responsibility of the parent/carer of the child involved. Medicines should be disposed of carefully (and usually returned to the chemist/point of origin).
16. Medicines should be returned to the parent/carer. This includes empty bottles, spoons, etc.
17. Children with Asthma will have the inhaler in a marked container in the classroom and a book to record the number of puffs and the time the child administered this. Two members of staff will watch and record the dosage. If the child is using it a regular time (before swimming, before break, PE) the parent will let the teacher know. The teacher will inform

the parent if the inhaler is used at any other time/or with greater frequency. Please see the Asthma Care Plan for further details.

18. Children with a severe allergic reaction (anaphylaxis) will have a care plan that will inform the adults how to proceed. Parents will ensure that the medication is in date. One Epipen is stored in the classroom and there is a secondary Epipen in the staff room (which is in close proximity to the playground). Both Epipens will be taken on any outdoor educational visits.
  
19. Children with mild allergic reactions will have their parents informed, who will tell the school how to proceed.
  
20. When parents/carers come into school to give a child medicine that is not prescribed (e.g. calpol, antihistamine) a note will be given to the class teacher to inform them that a child has been given medicine by a parent/carer.

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