



Administration of Medications Policy

Purpose of Policy

The purpose of this policy is to ensure that any and all medication administered to children has been authorised by the child's parent/carer. Only authorised medication detailed on a MED FORM 1 or in a Health Care Plan is to be administered. Any medication should be clearly labelled with the child's name and kept in its original container.

Who is Responsible?

It is the overall responsibility of the headteacher to ensure that there is written parental/guardian permission to administer prescribed medication to children during the school day.

It is the responsibility of the member of staff administering the medication to follow the administration instructions and to complete the medicine administration log and ensure that the parent or carer signs the log when they are collecting their child.

How will the policy be implemented?

Members of staff will only administer **prescribed medication** to a child with the written consent of the parent/carer. **The school will not give your child a non-prescription medicine under any circumstances.**

Where members of staff are required to administer medication to a child, whether short term or long term, the parent/carer must first complete and sign **MED FORM 1 - MOD Schools**. **A new form should be completed where there is change in circumstances.**

A designated member of staff will be instructed in the procedure for administering medication. The medicine administration form will detail the name of the member of staff authorised to administer the medication to the child.

Before medicine is administered, the designated member of staff should check the medicine administration form for any changes and gain a witness.

The medicine administration log should be completed each time the child receives their medication, this log must be completed and signed by the person administering the medication, in addition to the person witnessing.

The school ensures that all medicines are stored securely, in their original containers and clearly labelled with their contents and the child's name. It should be noted that specific medications have storage implications for the setting:

Asthma Medications: The school will securely store each child's inhaler, which will be kept in a separate container, which is clearly labelled with its contents and the name of the child. The label should also detail the date when the inhaler was given to the school and when it will expire.

Prescribed Allergy Medication/Anti-histamines: These will be stored securely away from the children; each child's medication should be kept in a separate container labelled with the contents and the child's name. The label should also detail the date when the medication was given to the school.

Adrenaline release pens: Where a child requires an adrenaline release pen (sometimes referred to as Epi-pens) for allergic reactions, the school will securely store this medication. In the first instance, only members of staff who are trained to administer this medication will be required to do so, whilst Attenborough School aspires that all members of staff receive the required training, parents are reminded of their responsibility to update our school with any changes/modifications to the administration of any prescribed medication.

Children who require prescribed allergy medication or anti-histamines (including adrenaline release pens) will also have a **Health Care Plan** which clearly states the procedure for administration and is agreed by parents, the school and validated by the Senior Nurse of the Sennelager Medical Centre. These should be stored within classroom folders and held by the class teacher in addition to an additional copy being held in the main office. Parents will always be contacted when a child with a Health Care Plan is administered medication stated on the plan.