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# Medication Policy

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Ardleigh Green  
Junior School

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September 2017

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## Aims of the Policy

The school will ensure that the appropriate measures are taken to ascertain whether any staff or pupils have any medical conditions which may need to be taken into consideration and the necessary controls and systems implemented.

The school will consider all medical conditions on an individual basis and where necessary and appropriate, will implement suitable arrangements. Parents will be asked to advise the school of any medical conditions or needs that their children have. Where necessary, the school will meet with the parent of a child who has specific medical needs and if necessary, a health care plan will be prepared and implemented.

The information will be held by the school and will **only** be shared with relevant and authorised staff members. All health care plans will be displayed for staff in the medical room and staff room.

The school's policy will be shared with all staff and parents of the school. This policy provides a sound basis for ensuring that children with medical needs receive proper care and support in school.

The policy aims to enable regular attendance. Formal systems and procedures in respect of administering medicines, developed in partnership with parents and staff are clearly outlined. The policy on managing medication is in the school handbook.

## Procedures for managing prescription medicines

- Medicines are not administered at school by staff for short term medical needs unless prescribed by a GP.
- Staff do not administer medicines unless a child has a long term or complex medical need requiring eg insulin an inhaler or an antibiotic.
- All medication is administered in the medical room.
- Only prescribed inhalers/medicines are stored in the medical room in separate named containers.
- All inhalers must be in the original containers, labelled and in date, as dispensed by a pharmacist and include instructions for administration.
- Parents have a responsibility to check that the inhalers are 'in date'.
- Parents will advise the office if medicine has been administered outside of the school day.



- Records will be kept by the school detailing any medication administered to a pupil, along with date and time.
- Where appropriate the school will contact parents if a pupil refuses to take their medication when required.
- The school will contact parents to ensure that the appropriate procedures for medication are in place during educational/offsite visits and that all information is shared with the appropriate members of staff.
- Parents must sign the appropriate consent form should medication be needed on a school trip.
- All medication needs to be discussed with providers of before and after school clubs.
- Staff will be clear about the roles and responsibility of managing the administration of prescribed inhalers/insulin/antibiotics.

### **Responsibilities**

The Head Teacher will ensure that:

- The school's medication policy is implemented and all staff are aware of their responsibilities.
- Staff receive adequate training for the administering of specific medication where required, eg epipens.
- The school agrees with parents exactly what support can be provided.
- All relevant members of staff are informed of any pupil that has a medical condition and/or a specific medical need.
- Information relating to pupil medical needs are obtained from parents and where necessary, a health care plan implemented.
- Information relating to any pupil's medical needs is accurate, up to date and secure
- Additional safety measures are in place if needed for outside visits.
- A copy of the health care plan is taken on visits.



### **Identified staff are responsible** for ensuring that:

- Appropriate procedures for medication are in place for trips and visits after consultation with parents.
- Medication is appropriately stored and not accessible to unauthorised persons.
- Records are kept of any medication that is administered and will ensure that it is replenished by parents as necessary. (Records offer protection to staff and proof that they have followed agreed permissions)

### **All staff are responsible** for ensuring that:

- Sharps boxes are used for the disposal of needles and other sharps.
- They are aware of, and familiar with the school's medication policy and arrangements in place.
- They are aware of the agreed procedures and work in accordance to these procedures should any pupil in their care require medication.
- That they work in accordance to any training that they have received.
- That they advise the appropriate person should they be advised of any new or additional information relating to a pupil's medical needs.
- All early years settings must keep written records of all administered medication and make sure that parents sign the record book to acknowledge the entry.

### **All parents are responsible** for ensuring that:

- They inform the school before children are admitted of any known medical condition/need.
- A health care plan is agreed with the head teacher, parent/carer/staff/health care professional to ensure the school has sufficient information about the medical condition of a child with medical needs (2 photos).
- Prior written agreement is given before an out of school trip/visit.
- They inform the school of any medication the child is currently taking that might affect their functioning in the school setting e.g. poor concentration.
- Inform the school about any changes to prescribed medication.



- Provide medicines in the original container as dispensed by a pharmacist and include the prescribed instructions. This should list:
  - name of child
  - name of medicine
  - dose
  - method of administration
  - time/frequency of administration
  - any side effects
  - expiry date
- Report any restriction on a child's ability to participate in PE on the individual health care plan.
- Should keep children at home if they are acutely unwell.

Any member of staff who agrees to accept responsibility for administering prescribed medicines should have appropriate training and guidance. They should be aware of possible side effects and what to do if they occur. The type of training will depend on the individual case.

In school the Local Authority, as the employer, is responsible for all health and safety matters. For all out of school clubs with an outside provider they are responsible for all health and safety matters.

For all children with medical needs the head will agree with the parents exactly what support can be provided. Where necessary the head will seek advice from the school nurse, GP or other medical adviser, or LA.

The school will ensure that there are sufficient members of support staff who are employed and appropriately trained to manage medicines as part of their duties.

All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover should be arranged when a member of staff is absent or unavailable.



## Drawing up a Health Care Plan

Schools and settings need to know about any particular needs before a child is admitted, or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. For this reason schools draw up a health care plan which includes:

- details of a child's condition
- special requirements e.g. dietary needs, pre-activity precautions and any side effects of the medicines
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role the staff can play

The health care plan is to identify the level of support that is needed and who will provide it.

The health care plan clarifies for staff, parents and the child the help that can be provided.

The health care plan is reviewed annually unless there are changes within that period of time.

The health care professional will lead the meeting.

It identifies:

- The medical condition, its triggers, signs, symptoms and treatment.
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time facilities, equipment, testing access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons.
- Who in school needs to be aware of the child's condition and the support required.
- Arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments.



- Where confidentiality issues are raised by the parent, the designated individuals to be entrusted with information about the child's condition; and
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency health care plan prepared by their lead clinician that could be used to inform development or their individual health care plan.



## Form 1 – Contacting Emergency Services

### Request for an Ambulance

**Dial 999, ask for ambulance and be ready with the following information:**

1. Your telephone number
2. Give your location as follows:  
Ardleigh Green Infant School  
Ardleigh Green Road  
Hornchurch
3. State that the postcode is: **RM11 2SP**
4. Give exact location in the school/setting (entrance to car park is on Helen Road)
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

**Speak clearly and slowly and be ready to repeat information if asked**

Put a completed copy of this form by the telephone.





**Form 2 – Parental agreement for school/setting 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 prescribed medicine.

Name of School:

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Name of Child:

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Date of Birth:

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Registration Group:

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Medical Condition/Illness:

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**Medicine**

Name/Type of Medicine

(as described on the container):

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Date Dispensed:

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Expiry Date:

Agreed review date to be initiated by  
*[name of staff member]:*

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Dosage and method:

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Timing:

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Special Precautions:

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Are there any side effects that the  
school needs to know about?

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Procedures to take in an Emergency:

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**Contact Details:**

Name: \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I understand that I must deliver the medicine personally to *[agreed member of staff]* and accept that this is a service that the school is not obliged to undertake.**

**I understand that I must notify the school of any changes in writing.**

Date: \_\_\_\_\_

Signature (s): \_\_\_\_\_

\_\_\_\_\_

Relationship to child: \_\_\_\_\_

\_\_\_\_\_



**Form 3 – Confirmation of the Head’s agreement to administer medicine**

**Name of School:**

\_\_\_\_\_

It is agreed that \_\_\_\_\_ *[name of child]* will receive  
\_\_\_\_\_ *[quantity and name of medicine]* every day at  
\_\_\_\_\_ *[time medicine to be administered eg lunchtime or afternoon break]*

\_\_\_\_\_ *[name of child]* will be given/supervised whilst  
he/she takes their medication by \_\_\_\_\_ *[name of member  
of staff]*.

This arrangement will continue until \_\_\_\_\_ *[either end  
date of course of medicine or until instructed by parents]*.

**Date:**

\_\_\_\_\_

**Signed:**

\_\_\_\_\_

[The Head Teacher/Head of Setting/Named Member of Staff]



## Form 4 – Record of medicines administered in school/setting to all children

Name of School:

\_\_\_\_\_

Date	Child's Name	Time	Name of Medicine	Dose Given	Any Reactions	Signature of Staff	Print Name

# Ardleigh Green Junior School – Medication Policy

## Form 5 – Staff training record – administration of medicines

Name of School: \_\_\_\_\_

Name: \_\_\_\_\_

Type of training received: \_\_\_\_\_

Date of training completed: \_\_\_\_\_

Training provided by: \_\_\_\_\_

Profession and title: \_\_\_\_\_

**I confirm that** \_\_\_\_\_ *[name of member of staff]* **has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated**  
*[please state how often]*

Trainer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Suggested Review Date: \_\_\_\_\_

## Appendix – Useful Contacts

Allergy UK

Allergy Help Line: (01322) 619 864

Website: [www.allergyfoundation.com](http://www.allergyfoundation.com)

The Anaphylaxis Campaign

Helpline: (01252) 542 029

Website: [www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk) and [www.allergyinschools.co.uk](http://www.allergyinschools.co.uk)

Association for Spina Bifida and Hydrocephalus

Tel: (01733) 555 988 (9am to 5pm)

Website: [www.aspah.org](http://www.aspah.org)

Asthma UK (formerly the National Asthma Campaign)

Adviceline: 08457 010 203 (Mon-Fri 9am to 5pm)

Website: [www.asthma.org.uk](http://www.asthma.org.uk)

Council for Disabled Children (National Children's Bureau)

Tel: (020) 7843 1900

Website: [www.ncb.org.uk/cdc](http://www.ncb.org.uk/cdc)

Contact a Family (information about caring for disabled and special needs children)

Helpline: 0808 808 3555

Website: [www.cafamily.org.uk](http://www.cafamily.org.uk)

Cystic Fibrosis Trust

Tel: (020) 8464 7211 (out of hours: 020 8464 0623)

Website: [www.cftrust.org.uk](http://www.cftrust.org.uk)

Diabetes UK

Careline: 0845 120 2960 (weekdays 9am to 5pm)

Website: [www.diabetes.org.uk](http://www.diabetes.org.uk)

Department for Education and Skills

Tel: 0870 000 2288

Website: [www.dfes.gov.uk](http://www.dfes.gov.uk)

Department of Health

Tel: (020) 7210 4850

Website: [www.dh.gov.uk](http://www.dh.gov.uk)

## Ardleigh Green Junior School – Medication Policy

Disability Rights Commission (DRC)

Helpline: 08457 622 633

Textphone: 08457 622 644

Website: [www.drc-gb.org](http://www.drc-gb.org)

Epilepsy Action

Helpline: 0808 800 5050 (Mon – Thurs 9am to 4:30pm, Fri 9am - 4pm)

Website: [www.epilepsy.org.uk](http://www.epilepsy.org.uk)

Health & Safety Executive (HSE)

HSE Infoline: 08701 545 500 (Mon-Fri 8am – 6pm)

Website: [www.hse.gov.uk](http://www.hse.gov.uk)

Health Education Trust

Tel: (01789) 773 915

Website: [www.healthedtrust.com](http://www.healthedtrust.com)

Hyperactive Children's Support Group

Tel: (01243) 551 313

Website: [www.hacsg.org.uk](http://www.hacsg.org.uk)

MENCAP

Tel: (020) 7454 0454

Website: [www.mencap.org.uk](http://www.mencap.org.uk)

National Eczema Society

Helpline: 0870 241 3604 (Mon-Fri 8am – 8pm)

Website: [www.eczema.org](http://www.eczema.org)

National Society for Epilepsy

Helpline: (01494) 601 400 (Mon-Fri 10am – 4pm)

Website: [www.epilepsynse.org.uk](http://www.epilepsynse.org.uk)

Psoriasis Association

Tel: 0845 676 0076 (Mon-Thurs 9:15 am-4:45 pm Fri 9:15 am – 4:15pm)

Website: [www.psoriasis-association.org.uk](http://www.psoriasis-association.org.uk)

Sure Start

Tel: 0870 000 2288

Website: [www.surestart.gov.uk](http://www.surestart.gov.uk)