



“TOGETHER WE ARE STRONGER”

# ADMINISTERING MEDICATION POLICY

Approved by the Chair of Governors

Signature\_\_\_\_\_

Date\_\_\_\_\_

This policy will be reviewed October 2023

At Dorrington Academy unless pupils are acutely ill they are encouraged to attend school. The aim is to keep children in school rather than restrict their education through exclusion on medical grounds. Sometimes it may be necessary for children to take medication during school hours. The policy and procedures developed by the school should be primarily designed for the benefit of the pupil but should also maintain the safety of school staff and other pupils.

The supervising of medication to a pupil is a parental responsibility but teachers or school staff may be asked to perform this task.

We would ask parents/carers to request that their doctor, wherever possible, prescribe medication, which can be taken outside the school day.

However, we as a school recognise that there are times when it may be necessary for a pupil to take medication during the school day.

We are prepared to take responsibility for these occasions in accordance with the guidelines laid down in this policy i.e. we will **only** administer **PRESCRIBED** medication.

### **Pupils with Medical Needs**

Should a pupil be admitted to Dorrington Academy with medical needs we will, in partnership with the parents/carers, School Nurses and our Medical Advisors, discuss individual needs.

Where appropriate an individual alert card will be developed in partnership with the parents/carers, School Nurse and/or Medical Advisors.

Any resulting training needs will be met.

#### **1. On Admission to School**

All parents/carers will be asked to complete an admissions form giving full details of their child's medical conditions, regular medication, emergency medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements etc.

#### **2. Administration and Storage of Medication in School**

- 2.1 Should a pupil need to receive medication during the school day, parents/carers will be asked to come into school and personally hand over the medication to a member of staff in the school office.
- 2.2 The medication should be in the container as prescribed by the doctor and as dispensed by the pharmacist with the pupil's name, dosage and instructions for administration printed clearly on the label.
- 2.3 The form 'Request for the Administration of Medication' should be completed by the parent/carer. This will be kept in the school office.
- 2.4 A record of the administration of each dose will be kept on this form, which will be signed by the member of staff who administered the medication.
- 2.5 Reasons for any non-administration of regular medication should be recorded and the parent/carer informed on that day. A pupil should never be forced to accept a medication. "Wasted doses" (e.g. a tablet dropped on floor) should also be recorded.
- 2.6 Should the medication need to be changed or discontinued before the completion of the course or if the dosage changes, school should be notified in writing immediately. A fresh supply of correctly labelled medication should be obtained and taken into school as soon as possible.
- 2.7 If medication needs to be replenished this should be done in person by the parent/carer.
- 2.8 Should the pupil be required or is able to administer their own medication e.g. reliever inhaler of asthma, we will want to ensure they understand their responsibilities in this area. We may want to ask the School Nurse to check the pupil's technique before accepting full responsibility.
- 2.9 Pupils with allergies, who require emergency medication, will have a care plan in school, showing details of their condition, symptoms and emergency medication (Epipens and antihistamine medication). Copies of all Care Plans are displayed in the staff room, the pupil's classroom and in the medication file in the school office.

### **3. Storage and Disposal of Medication.**

- 3.1 All medication with the exception of Emergency Medication will be kept in a locked cupboard in the school office.
- 3.2 Emergency medication is kept in the staff room. Each pupil with emergency medication has their own bag, labelled with their name and class.
- 3.3 Medication for Asthma (inhalers and spacers) are kept in the classroom, so as to be easily accessible at all times.
- 3.4 A register of pupils with medication in school is kept in the medication file. A weekly check is made of the medication cabinet and parents/carers will be asked to collect any medication which is out of date or not clearly labelled. If parents/carers do not collect this medication it will be taken to the local pharmacy for disposal.

#### **4. Out of School Activities.**

- 4.1 Medication required during a school trip should be carried by a member of staff.
- 4.2 It is the responsibility of the person leading any out of school activity to check the medical needs report, which is taken on all trips, to see if pupils require medication.
- 4.3 Care must be taken to ensure that any member of staff responsible for the children when off site is made aware of an individual's need for medication.

#### **5. Medical Emergency Report (see Appendix 1).**

- 5.1 There are an increasing number of pupils in schools, who have a variety of medical conditions. The Medical Needs in School Service aims to provide training and support for school staff on managing these conditions and any medical emergency which may result.
- 5.2 The form overleaf is a way for you to record any medical emergency which has occurred in school.
- 5.3 The medical emergency form should be completed when:
  - 1. *A pupil has had a medical emergency whilst at school and has been given prescribed emergency medication, for example; Epipen, Glucogel, Rectal diazepam or Buccal Midazolam.*
  - OR
  - 2. *A pupil has been sent to hospital via an ambulance.*
- 5.4 The completed form, should be sent direct to the Nurse Advisers, and will be treated with the utmost confidence. This form does not replace the official LA accident report which still must be completed and sent to Education Safety Services.

Ratified by the Governing Body

Signature \_\_\_\_\_  
(Chair of the Governors)

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

**This policy will be reviewed October 2023**

Appendix 1.

## **DORRINGTON ACADEMY MEDICAL EMERGENCY REPORT**

**Pupil's name:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_

**Details of incident**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**What happened e.g. allergic reaction minor or severe; seizure, hypoglycaemic attack (low blood glucose level) faint or collapse:**

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**Details of treatment given:**

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**Additional information and comments:**

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**Ambulance sent for: YES/NO**

**Name of person completing form:** \_\_\_\_\_

**Date form completed:** \_\_\_\_\_

**Please send this form to:**

**Chris Hale  
Nurse Adviser - Medical Needs in Schools Service  
Eaton Wood Medical Centre, 1128 Tyburn Road  
Erdington, Birmingham  
B24 0SY  
Tel: 0121 465 2827**