



## Medication Administration

### Policy

Nant-y-Cwm School acknowledges that some pupils may require **prescribed** medication during the day. Parents are asked to consider other options e.g.

Firstly is the child well enough to attend school

Is it possible to give the medication before or immediately after school?

Could a parent come to school and give the medication?

If parents decide the above is not possible and they require the cooperation of teachers, the following procedures must be observed.

- For the safety of all children and to comply with regulations, the school requires a completed consent form (Appendix 1), from the parents in order to administer prescribed medication.
- This should include full details of the medication and directions for use. Only prescribed medicines' that are in date, labelled with the child's and the prescribing doctor's name, in the original container as dispensed by a pharmacist and including instructions for administration, dosage and storage, can be accepted. An exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or pump, rather than the original container.
- Long-term illnesses, eg epilepsy or asthma, must be brought to the teacher's attention during the initial interview. Details should be recorded on the child's first aid form and appropriate instructions given and where appropriate a Health Care Plan be on file.
- The medicine should be brought to school by the parent, not the child, and delivered personally to the member of staff taking responsibility for supervising the child.
- Medicines should be kept in a locked cupboard out of reach of children, eg in the office, (with exception to asthma inhalers). The child must be aware of where the medicine is being stored.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. An exception to this is the self-administering of ventolin inhalers.
- Medicine should be self-administered, under adult supervision. The adult must ensure that the instructions on the medicine are followed correctly.



- Medicines are not to be kept in the child's possession. An exception to this is the self-administering of ventolin inhalers.
- When outside of school premises (eg on school trips) the medication must be in possession of the teacher in charge.
- Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted. An exception to this is the self-administering of ventolin inhalers.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps box should always be used for the disposal of needles and other sharps.
- The school nurse can also advise staff on the supervision of medication.

### **Note**

It is at the discretion of staff as to whether they agree to supervise the taking of prescribed medications within school time. For example when the timings of administering are vital, technical or medical expertise is required or when there is intimate contact. In these cases it is advised that the child does not attend school until the medication has been finished.

### **Asthma**

If a child is prescribed an inhaler for asthma or asthma-related conditions, the parents must complete the consent form informing the Teaching staff of the frequency and/or circumstances of use. The inhaler must be clearly marked with the child's name and may be kept with the child to enable ease of access at all times. Staff should make sure that it is stored in a safe but readily accessible place. Inhalers should also be available during physical education and sports activities or school trips.

### **Diabetic Children**

For a child with diabetes, who must have daily insulin injections, the parents need to ensure all the relevant medicines and equipment for their child is at school and that they have fully informed the teacher of the condition and the child's understanding. Insulin injections must **not** be administered by staff during the school day. A Health Care Plan must also be in place.



### **Epipens Injections**

Staff who agree to administer the injection, if needed, should be trained by the appropriate health professional. Training must be done annually. If an epipen is administered an ambulance should be called. This is the only injection that the school staff can administer. A Health Care Plan must also be in place.

### **Health Care Plan**

Children with medical needs must have a Health Care Plan (HCP), from the School Nurse. The purpose of the HCP is to identify the level of support that a child needs at school. All staff should be aware of any child with a HCP.

### **Non Prescription Medication**

Non-prescribed medicines are not suitable for administration at school.

Author: H&S Co-Ordinator  
Review Date: December 2018



Appendix 1  
**Request for School to Administer Medication**

To Nant-y-cwm School  
I request that \_\_\_\_\_ Child's full name

Be given the following  
medication: \_\_\_\_\_

In the following dosage: \_\_\_\_\_

At the following time(s) during the school day  
\_\_\_\_\_

Side Effects  
\_\_\_\_\_

This medication has been prescribed by my child's doctor and is clearly labelled  
indicating contents, dosage and child's name and expiry date.

Prescribing Doctor's name & phone number  
\_\_\_\_\_

Any other information that may be of use to staff:  
\_\_\_\_\_

I understand that this medicine must be delivered personally to a member of staff and  
accept that this is a service, which the school is not obliged to undertake.

Parental  
Signature \_\_\_\_\_

Print  
Name \_\_\_\_\_

Date \_\_\_\_\_

Record of Doses Administered & Time(s)  
\_\_\_\_\_

Signature of Staff Member Supervising Administration  
\_\_\_\_\_