



# WILLIAM SHREWSBURY PRIMARY SCHOOL

## Medication Policy and Guidance

*'to inspire a love of learning'*

## **This school has adopted the Staffordshire County Council CYPF Medication Guidance (G11) and Policy (H9)**

Key principles and guidelines that are followed are outlined below:

### **Administering Medicines - General Principles**

- A young person's privacy and dignity is paramount and medicines should always be administered in an area where this will not be compromised.
- Administration of medication should be recorded on the standard Medication Administration Record HSF 55.
- Under no circumstances must medicines prescribed be given to anybody except the person for whom it was prescribed.
- Medicines should be administered directly from the dispensed container. However, medication can be placed in a small pot after removing it from the dispensed container as a way of hygienically handing it to the child if necessary.
- Medication must never be secondary dispensed for someone else to administer to the child at a later time or date.
- Staff are appropriately trained and receive refresher training at suitable intervals where this is required.
- In some cases training must be by a suitable provider (e.g. health practitioner such as a nurse) and recorded.
- The name (or initials) of the member of staff responsible for administering the dose of the medicines must be included on the medicines administration record.
- All written records relating to medication must be completed in ink (preferably black).
- Medication must not be given to young persons covertly (e.g. hiding in food) without consultation with GP/Parents and the agreement documented.
- Crushing or dissolving medication can destroy the medication properties reducing its effectiveness. Crushing or dissolving of medication is not permitted unless a child or young person's health or wellbeing would be detrimentally affected. GP and parental approval must be sought and documented in the Care Plan and on a risk assessment to crush or dissolve medication.
- All records of requests for and administration of medicine must be in writing.
- All records of administration of medication to a young person must be retained in line with document retention schedules.
- Where temporary or relief staff required to administer medication the setting Manager must ensure they have received instruction/training and that they are assisted by a member of staff who is able to recognise each young person to whom medication is being dispensed.

### Storage of medication

All medication is stored in the original container issued by the Pharmacist and must be stored away from public areas, sources of heat, moisture or direct sunlight, as these elements can cause the medicines to deteriorate.

The medication storage container is secured to a wall in the Medical Inspection Room and the door of the room is bolted.

### Medication requiring storage by refrigeration

Such medicines are stored in a special fridge in the medical inspection room. The refrigerator is cleaned and defrosted regularly.

### Minimising the need for medication in School hours

Parents are encouraged not to send medicines into school. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

### Administration of prescription medicines

- Such medicines are only given out when the parent/career has signed the consent form in Appendix.
- The medicines are given by a qualified First Aid at Work person. These staff are listed at the end of the policy.
- Medicines are generally given at 1145 - 1200, although in some circumstances (eg medicines that have to be given after food) they may be administered between 1315 and 1330.
- The member of staff responsible to for the administration of medicines each day will collect the medication from the first aid room and check all parental permissions. The member of staff will administer the medication in a private place near the child's class taking care to check the child's name, the medicine and the dosage. After the medicine has been given, the member of staff will record this on the sheet immediately and return the child to class.

### Non-Prescription Medicines

School staff do not administer non prescription medication and parents are made aware of this. Parents are encouraged to administer such remedies at home.

### Receipt of Medicines by the school

Medicines must always be provided in the original container **as originally dispensed** by the pharmacist. This should be clearly marked with the young person's name, date of dispensing and the name of medication, and include the prescriber's instructions for administration

The label on the container supplied by the pharmacist must not be altered under any circumstances.

All medicines brought in to be administered, must be recorded. The record must show:

- Young Person for whom medication is prescribed or purchased.
- Date of receipt.
- Name and strength of the medicine.
- Quantity received.
- The dosage required to be administered
- The time of the required dose
- Signature of the employees administering the medicines
- Signature of the parent or carer.

#### **Administration of medicines when a child is offsite:**

This is done by the class teacher or TA, following instruction from the first aider.

**Policy written: April 2012**

**Approved: 25<sup>th</sup> June 2012**

**Review date: June 2014**

**Reviewed: October 2019**

#### **DESIGNATED FIRST AID AT WORK STAFF**

The following staff are responsible for the administering of medicines:

Sally Clarke

Jas Clarke

Shelley Cartwright

Helen Mewis

# William Shrewsbury Primary School

## Parental Request for the Administration of Medication to Pupils

A parent must supply a written request in order for medication to be administered to pupils by a named member of staff during school hours. It is only possible to administer medication that the child's doctor has prescribed. School staff cannot administer 'over-the-counter' medication.

It is also important to keep the administration of medication to a minimum and parents are requested to consider the possibility of administering the daily doses out of school hours. If this is not possible the following consent form must be completed and returned to the school:

**Note: Medicines must be kept in the original container as dispensed by the pharmacy.**

<b>To be Completed by Parent/Carer</b>	
Child's Name _____ Date of birth: _____	
Class _____ Medical condition _____	
I wish for him/her to have the following medicine administered by a named member of school staff,	
Name of Medication: _____	
Dose/Amount to be given: _____	
Time: (all medicines will only be administered once a day before lunch. If this does not meet the requirements, please speak to the office staff)	
Route of administration: (by mouth or in each ear etc)	
Can administer his/her own medication/requires assistance to administer his/her medication.	
(Please delete that which does not apply)	
<b>Emergency Contact 1</b>	<b>Emergency Contact 2</b>
Name: _____	Name: _____
Telephone Home/work: _____	Telephone Home/work: _____
Mobile: _____	Mobile: _____
Relationship: _____	Relationship: _____
I undertake to deliver the medicine personally to the school office and to replace it whenever necessary. I also undertake to inform the school immediately of any change of treatment that the doctor or hospital has prescribed for my child.	
Name: _____	Signature: _____
Relationship to child: _____	Date: _____

THIS FORM SHOULD BE SECURELY FILED WITH THE PUPILS NOTES IN THE SCHOOL OFFICE WHEN THE MEDICATION IS COMPLETED OR CHANGED.



