



**HUNGERHILL SCHOOL**

**POLICY FOR THE ADMINISTRATION OF MEDICINES  
AND MEDICAL CONDITIONS IN SCHOOL**

**HUNGERHILL SCHOOL  
POLICY FOR THE ADMINISTRATION OF MEDICINES IN SCHOOL**

**1. Procedures for managing prescription medicines that need to be taken during the school day**

- There is no legal duty on school staff to administer medication
- The School will only accept prescribed medicines brought into school by a responsible adult
- All medicines must be in the original container as dispensed by the pharmacist with correct name, dosage and date, method of administration, time/frequency of administration, any side effect and expiry date
- Short-term prescription requirements should only be taken to school if it is detrimental to the child's health if it were not administered in school
- School will not administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber
- Staff should never give non-prescribed medicines to a child

**2. Procedures for managing prescription medicines on trips and outings**

- If there are children with medical needs going on a trip or outing, a risk assessment will be carried out by the trip leader
- A clear statement of the roles and responsibility of staff managing the administration of medicines and for administering or supervising the administration of medicines on the trip will be produced

**3. Parental responsibilities in respect of their child's medical needs**

- It is the parents/carers' responsibility to provide the school with sufficient information about their child's medical needs if treatment or special care is needed
- Parents/carers are expected to work with the headteacher to reach an agreement on the school's role in supporting their child's medical needs
- Parents should give their agreement to sharing of information about their child's health
- It is the responsibility of the parent/carer to keep their children at home when they are acutely unwell
- It requires only one parent/carer to agree to or request that medicines are administered to a child
- Prior written agreement should be obtained from parents/carers for any medicines to be given to a child (Appendix A)
- If parents/carers have difficulty understanding or supporting their child's medical condition themselves, they should be encouraged to contact either the school nurse or the health visitor, as appropriate

**4. Policy on assisting children with long-term or complex medical needs**

- Where there are long-term medical needs for a child, a health care proforma should be completed, involving both parents and health professionals (Appendix B)
- School should agree with parents how often they should jointly review the health care plan
- School will judge each child's needs on an individual basis

**5. Off-site education or work experience**

- A school's duty of care extends to responsibility for an overall risk assessment of any off-site activity, including issues such as travel to and from the placement and supervision during non-teaching time or breaks and lunch hours. This does not conflict with the responsibility of the college or employer to undertake a risk assessment to identify significant risks and necessary control measures when pupils below the minimum school leaving age are on site.
- The school is responsible for pupils with medical needs who are educated off-site through another provider or who are on work experience
- The school is responsible for ensuring that a work place provider has a health and safety policy which covers individual student's needs

- Parents and pupils must give their permission before relevant medical information is shared on a confidential basis with employers

#### **6. Policy on children carrying and taking their prescribed medicines themselves**

- School will support and encourage pupils, who are able, to take responsibility to manage their own medicines. This needs to be a joint decision between school, parents and the pupil. Parents will complete a request form for pupils to carry their own medication (Appendix C)
- Where pupils have been prescribed controlled drugs, these must be kept locked in reception. Pupils will be allowed to access them for self-medication

#### **7. Staff training in dealing with medical needs**

- Staff will receive proper training and support where necessary. A record will be kept of training given (Appendix D)
- Staff who have a child with medical needs in their class will be informed of the nature of the condition provided by the parent/carer and/or health professionals and when and where the child may need extra attention
- All staff will be made aware of the likelihood of an emergency arising and what action to take if one occurs
- Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Agreement to do so must be voluntary

#### **8. Record keeping**

- It is the responsibility of the parents to tell the school about the medicines that a child needs to take and provide details of any changes to the prescription. Any change in prescription should be supported by either new directions on the packaging or by a supporting letter from a medical professional
- Appendix A should be used to record short term administration of medication. This form will be given to the parent to complete when school is asked to administer/keep medicine. Consent forms must be delivered personally by the parent
- Appendix B should be used to record long term administration of medication. This form will be given to the parent to complete when the school is asked to administer/keep medicine. Consent forms must be delivered personally by the parent
- It is the parent's responsibility to monitor when further supplies of medication are needed
- Parents will complete a request form for a child to carry his/her own medication (Appendix C)
- A record will be kept of staff training (Appendix D)
- Appendix E should be used to confirm that a member of staff will administer medicine to a child
- A record of medicines given to individual pupils will be kept (Appendix F)
- A record of all medicines given to pupils will be kept (Appendix G)

#### **9. Safe storage of medicines**

- Medicines will be stored in accordance with product instructions and in the original container in which it was dispensed, locked in reception
- The container must be clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration
- Where a child needs two or more prescribed medicines, each should be in the original separate container
- All emergency medicines, such as asthma inhalers and adrenaline pens, will be stored in the medical cupboard in reception and will not be locked away
- Medicines which need refrigeration will be kept in the fridge in the reception

#### **10. Disposal of medicines**

- School does not accept responsibility for disposal of medicines. Parents are responsible for the disposal of expired medicines
- Parents must collect medicines at the end of the term. Any medicines not collected will be taken to the local pharmacy for safe disposal
- Needles should be placed in the sharp box in the medical room

**11. Emergency procedures**

- A member of staff should always accompany a child taken to hospital by ambulance, and should stay until the parent/carer arrives
- Staff should never take children to hospital in their own car; it is safer to call an ambulance

**APPENDIX A**

**Parental agreement for Hungerhill School to administer medicine for short-term use.**

<b>Commencement date</b>	
<b>Name of child</b>	
<b>Form</b>	
<b>Name of medicine</b>	
<b>Strength of medicine – as described in original packaging</b>	
<b>Expiry date</b>	
<b>Dosage specified on medicine</b>	
<b>Time of day when medicine must be given</b>	
<b>Any other instructions</b>	
<b>Quantity of medication being handed over to school</b>	
<b>Note: medicines must be in the original container as dispensed by your pharmacy</b>	
<b>Daytimes telephone number of parent or agreed contact</b>	
<b>Name and telephone number of GP</b>	
<b>Agreed finish/review date</b>	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Hungerhill School staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/guardian signature .....

Print name.....

Date.....

**If more than one medicine is to be given, a separate form should be completed for each one.**

**APPENDIX B**

**Parental agreement for Hungerhill School to administer medicine for use in long-term medical needs**

<b>Name of child</b>	<b>Date of Birth</b>
<b>Form</b>	
<b>Medical condition or illness</b>	
<b>Name and type of medicine as described on original packaging</b>	
<b>Date dispensed</b>	
<b>Expiry date</b>	
<b>Agreed review date</b>	
<b>Dosage and method</b>	
<b>Timing</b>	
<b>Special precautions</b>	
<b>Are there any side effects that school should know about?</b>	
<b>Self-administration</b>	<b>Yes / No (delete as appropriate)</b>
<b>Procedures to take in an emergency</b>	
<b>CONTACT DETAILS</b>	
<b>Name</b>	<b>Daytime telephone number</b>
<b>Relationship to child</b>	
<b>Address</b>	

I 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.

Parent/guardian signature.....

Print name.....

Date.....

**If more than one medicine is to be given, a separate form should be completed for each one.**

**APPENDIX C**

**Request for a child to carry his/her own prescribed medication**

**This form must be completed by a parent/guardian**

If staff have any concerns, this request should be discussed with healthcare professionals.

<b>Child's name</b>	
<b>Form</b>	
<b>Address</b>	
<b>Name of medicine</b>	
<b>Procedures to be taken in an emergency</b>	
<b>CONTACT INFORMATION</b>	
<b>Name</b>	
<b>Daytime telephone number</b>	
<b>Relationship to child</b>	

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Parent/guardian signature.....

Print name.....

Date.....

**If more than one medicine is to be given, a separate form should be completed for each one.**

**APPENDIX D**

**Staff training record – administration of medicines**

<b>Name</b>	
<b>Type of training received</b>	
<b>Date of training completed</b>	
<b>Training provided by</b>	
<b>Profession/title</b>	

I confirm that .....(name 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.....



**APPENDIX E**

**Agreement to administer medicine.**

**Hungerhill School**

It is agreed that..... (name of child)

will receive..... (quantity and name of medicine)

every day at..... (time medicine to be administered – eg. break)

..... (name of child)

will be given/supervised whilst he/she takes their medicine by

..... (member of staff)

This arrangement will continue until.....  
(this date will either be the end date of the course of the medicine or until instructed by parent/guardian)

Date.....

Signed.....(member of staff)

**APPENDIX F**

**Record of medicine administered to an individual pupil**

<b>Name of child</b>	
<b>Form</b>	
<b>Date medicine provided by parent</b>	
<b>Quantity of medicine received</b>	
<b>Name and strength of medicine</b>	
<b>Expiry date</b>	
<b>Dose and frequency of medication</b>	
<b>Quantity returned</b> (to be completed at the end of each term)	

**Staff signature**..... **Signature of parent/guardian**.....

<b>Date</b>					
<b>Time given</b>					
<b>Dose given</b>					
<b>Name of staff</b>					
<b>Signature</b>					

<b>Date</b>					
<b>Time given</b>					
<b>Dose given</b>					
<b>Name of staff</b>					
<b>Signature</b>					

<b>Date</b>					
<b>Time given</b>					
<b>Dose given</b>					
<b>Name of staff</b>					
<b>Signature</b>					

<b>Date</b>					
<b>Time given</b>					
<b>Dose given</b>					
<b>Name of staff</b>					
<b>Signature</b>					

**APPENDIX G**

**Record of medicines administered to all children**

<b>Date</b>	<b>Child's name</b>	<b>Name of medicine</b>	<b>Dosage</b>	<b>Signature of staff</b>