



## **Administering Medicines in School**

It is important that staff and parents know what procedures are followed regarding administering prescribed and non-prescribed medication, together with the procedures followed in the very rare occurrence of the need for medical attention after an accident. The following provides this information.

### **Medication**

Normally it is expected that the parent will administer medicine at home, e.g. antibiotics. However, where a student has to take a limited course of medication during the school day but is nonetheless fit to return to school, s/he may well be allowed to do so by agreement as long as full written instructions for administering the medication are given to the Office Manager.

Where it has been agreed to administer medication, 2 members of staff are to be named so that both the parent/ carer and the student are clear about who will be responsible for administering it. The medication log is signed by the parent/ carer, stating the dosage, application and time.

A few students, whilst fit to attend school, may require to take medication during the day to control their condition (diabetes, asthma, epilepsy, etc.). The following are guidelines on the administration of such medicines in school.

#### **1. The Academy's Responsibility**

The **Finance and Resources Director** shall ensure that a named person is responsible for medicines, together with a nominated deputy. The day-to-day mechanics of medicine administration may be delegated to competent, trained staff. At Isaac Newton Academy Secondary this will be Eleanor Seale, Office Manager, deputized by Bharti Vadher, Pastoral Administrator. At INA Primary this will be Pardeep Chaggar, Senior Administrator, deputized by Saeda Khanum, Receptionist.

Parents will be required to sign an acknowledgement that they have requested the administration of medicine to their daughter/ son and that they are satisfied that the designated members of staff are competent perform this role. This also includes the permission for giving emergency Salbutamol Inhaler if their child is suffering from an asthma attack.

A clear written statement of their responsibility will be given to all parents, detailing:

- A.** How to make a request for medicines to be given by School staff, i.e. in writing or in person to the **Finance and Resources Director**
- B.** How medicine should be provided to the Academy, i.e. in the original container from the pharmacy and clearly labelled with:-
  - student's name
  - class
  - name of medicine
  - how much to give (i.e. dose)
  - when to be given

- any other instructions
- emergency contact number
- family doctor's number.

See Appendix 1 for pro forma

- C. The need for parents to notify the Academy in writing of any changes in the medication, dosage levels or timing
- D. The need for parents, in person, to replenish the supply of medicines if necessary.
- E. A recommendation that the Academy be advised of any significant disease, medical condition or allergy the student may have, subject to confidentiality.

## **2. The Parent's/Carer's responsibility**

Parents are required to sign an acknowledgement that they have requested the administration of medicine to their daughter/ son and that they are satisfied that the designated members of staff are competent perform this role.

The Parent/Carer is responsible for:

- A. Making a request for medicines to be given by School staff, i.e. in writing or in person to the **Finance and Resources Director**
- B. Providing to the Academy the student's medication in the original container from the pharmacy and clearly labelled with:-
  - student's name
  - class
  - name of medicine
  - how much to give (i.e. dose)
  - when to be given
  - any other instructions
  - emergency contact number
  - family doctor's number.

See Appendix 1 for pro forma

- C. Notifying the Academy in writing of any changes in the medication, dosage levels or timing
- D. Replenishing the supply of medicines if necessary.
- E. Advising the Academy of any significant disease, medical condition or allergy the student may have, subject to confidentiality.

### **A. Storage of Medicines**

Medicines, when not in use, are kept in a safe and secure place (a refrigerator if appropriate). However medicines which may be required in an emergency are always readily accessible.

Where appropriate, with parental and Academy agreement, students are responsible for their own inhalers, although spares will be kept in the Pastoral First Aid Room (secondary) and the main office (primary).

## **B. Administration/ Record**

The label on the medicine container is checked against the Academy medicine record (completed by parent). Any discrepancy is queried with the parent before administering a medicine. A parent should confirm their intentions, in writing, if their instructions differ from those on the medicine container.

A record is kept of doses given, when given and by whom (See Appendix 2)

## **C. Disposal**

Medicines no longer required are not allowed to accumulate. They are returned to the parent in person for disposal. In the last resort, unwanted medicines are given to the local pharmacist for disposal as required by the Environmental Health Regulations.

## **D. Liability of School Staff**

Staff designated to administer medicines to students are covered by the Academy in the event of liability/ negligence claims made against them, as long as they have taken all reasonable steps to follow the procedures contained in these guidelines and parental instructions.

## **E. Emergency Salbutamol Inhaler**

The emergency Salbutamol inhaler will only be used by children for whom written parental consent for the use of the emergency inhaler has been given, who has either been diagnosed with asthma and prescribed an inhaler or who has been prescribed an inhaler as reliever medication.

See Appendix 3.

**Reviewed July 2017**

## Isaac Newton Academy

Medicine Record

<b>Responsible staff</b>			
<b>Student's name</b>			
<b>Class</b>		<b>Age</b>	
<b>Name of medicine</b>			
<b>How much to be given (dose)</b>		<b>When to be given</b>	
<b>How to be stored</b>			
<b>Any other instructions</b>			
<b>Name of parent or adult contact</b>		<b>Contact number</b>	
<b>Name of GP</b>		<b>Contact number</b>	
<b>I am satisfied with the arrangements for administering medicine to my daughter/son</b>			
<b>Signature</b>		<b>Date</b>	

Isaac Newton Academy

Student	Medication	Dosage	Name and Tel. No. of GP prescribing medication	Tablets received from parent/carer		Time(s) medication to be given to student	Name of member of staff administering the medicine
				Amount	Date		

Week Commencing:	Time medication given to student	Dosage given to student	Confirmation slip for medication taken given to student		Signature of member of staff administering the medicine
			Yes	No	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Number of tablets remaining brought forward from previous week:

\_\_\_\_\_

Date parent/carer contacted for additional tablets:

\_\_\_\_\_

Number of tablets remaining week/ending:

\_\_\_\_\_

Date tablets received:

\_\_\_\_\_

Total number of tablets :

\_\_\_\_\_

**NB** A separate sheet to be used for each medication being administered

**CONSENT FORM  
USE OF EMERGENCY SALBUTAMOL INHALER**

**Child showing symptoms of asthma / having asthma attack**

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed:..... Date: .....

Name (print).....

Child's name: .....

Class: .....

Telephone: .....