

## AURORA ACADEMIES TRUST

<b>Policy Title:</b>	Administration of Medicines Policy
<b>Policy Reference:</b>	AAT AofM – Exp July 2018
<b>Function:</b>	For Information and Guidance/ <u><b>Statutory</b></u>
<b>Audience:</b>	Prospective Parents, Trustees, Governors, Executive Headteachers, Head, Teachers, Support Staff, as necessary
<b>Ownership/ Implementation:</b>	The Trustees/LAB Governing Body (as required) have overall responsibility for ensuring that this policy is implemented
<b>Version:</b>	001
<b>Approved by Trust Board:</b>	July 2016
<b>Next Date for Review:</b>	April 2018



# Administration of Medicines Policy

## **Policy Statement**

Regular school attendance is vital for every child in all our academies and each school will do all that it can to maintain high attendance figures. Nevertheless, from time to time every child will become ill and may require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete.

There are, however, a few exceptions:

- When a child has almost fully recovered and simply needs to complete a course of medication (e.g. antibiotics) for a day or so and where the dosage is four times a day
- Where a child suffers from asthma (or any other occasional ailment) and may need to use an inhaler.

The Trust and academy staff wish to ensure that pupils with medication needs receive appropriate care and support at our schools. The Head will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so and have received appropriate training.**

## **Legal Aspects**

There is no legal duty on staff to administer medicines or to supervise a child taking it. *This is purely a voluntary role.* Staff should be particularly cautious agreeing to administer medicines where:

- The timing is crucial to the health of the child
- Where there are potentially serious consequences if medication or treatment is missed
- Or where a degree of technical or medical knowledge is needed.

**Under no circumstances must any medication be administered without a signed parental consent form.**



Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and/or training specific to the child's medical needs.

- Parents are responsible for providing comprehensive information regarding the pupil's condition and medication.
- Prescribed medication will not be accepted in school without a complete written and signed 'Parental Consent Form for 'The Administration of Medicines' form.
- Staff will not give a non-prescribed medicine to a child unless there is an urgent need to enable the child to attend school and a 'Parental Consent Form For The Administration of Medicines' form has been completed and signed.
- Only reasonable quantities of medication should be supplied to the school.
- Each item of medication must be delivered to the Authorised Person, by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information in English:
  - Pupil's Name
  - Name of medication
  - Dosage
  - Frequency of administration
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date.

**No academy will accept items of medication in unlabelled containers.**

- Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cupboard.
- The school will keep records, which they will have available for parents.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed. It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- The school will not make changes to dosages on parental instructions.
- School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or



those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

- For each pupil with long-term or complex medication needs, the Principal, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through training courses.
- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.
- All staff will be made aware of the procedures to be followed in the event of an emergency.

### **Safe storage and disposal of medicines**

Medicine should be administered from the original container or by a monitored dosage system such as a blister pack. The designated member of staff should not sign the medicine record book unless they have personally administered, assisted, or witnessed the administration of the medicines. Two members of staff must be present for the administration of controlled drugs, in order to check dosage, etc.

When medicines are used staff will need to ensure they are stored properly as per instructions. All medicines should be stored in the original container, be properly labelled, and kept in a secure place and out of reach of children. Arrangements may be needed for any medicines that require refrigeration.

### **Accidental failure of the agreed procedures**

Should a member of staff fail to administer any medication as required, they will inform the parent as soon as possible.



# Parental Consent Form for the Administration of Medicine

To be completed by the parent/guardian of any child to whom drugs may be administered under the supervision of school staff.

If you need help to complete this form, please contact the school or the Health Visitor attached to your doctor's surgery.

*Please complete in block letters*

Name of child: ..... Date of birth: .....

Address .....

Medical diagnosis/condition/illness:.....

Doctor's name: ..... Doctor's telephone number: .....

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The doctor has prescribed (as follows) for my child:

- a) Regularly:  
Name of drug or medicine: .....  
How often (e.g.; lunchtime? after food?): .....  
How much (e.g.; 5ml? 1 tablet?) to be given: .....
- b) In Special Circumstances: (Describe what circumstances, the nature and the dose of the prescribed medication or treatment)  
.....

### A separate form must be completed for each medicine.

I accept that I must deliver the medicine personally to (agreed member of staff). The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school/early year's setting staff administering medicine in accordance with their policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.

I undertake to supply the school with the drugs and medicines in properly labelled containers.

I accept that whilst my child is in the care of the school, the school staff stand in the position of the parent and that the school staff may therefore need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

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

Whilst we endeavour to administer medication as requested, it cannot be guaranteed that this will always happen.

