



**Dog Kennel Hill
Administration of
Medicines Policy**

Administration of medication in school policy

This document concerns the administering of medication to children at Dog Kennel Hill Primary School.

A. Guidelines for School:

Medicines are strictly controlled in school and it is vital that this policy is adhered to in order to protect any children receiving medication and to cover the school in terms of our responsibilities

1. The Governors and staff of Dog Kennel Hill wish to ensure that children with medical needs receive proper care and support at school. The Head teacher will accept responsibility in principle for members of the school staff giving or supervising children taking prescribed or non-prescribed medication during the school day where those members of staff have volunteered to do so.

However there is no legal duty for non medical staff to administer medicines or to supervise a child taking it. 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

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.

Under no circumstances must any medication, even non prescription drugs, be administered without parental approval.

Medicines at Dog Kennel Hill will normally be administered by the admin officer who holds a First Aid at Work certificate (or an HSE first aid certificate holder) or one of the other TAs who have had first aid training.

Staff must never administer medication of any sort without seeking advice from the Head of School or SENCO who will have ensured parental permission has been sought and he is satisfied that the member of staff has had the appropriate level of training or information to administer the medicine.

2. Medication will only be accepted in school if:
 - (a) It has been prescribed by a doctor; or
 - (b) It is non-prescriptive medication accompanied by written consent from the child's parent/guardian. (Appendix 1)
3. Medication of **any sort** will not be accepted in school without complete written and signed instructions from the parent/guardian. (Appendix 1)
4. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
5. Each item of medication must be delivered in its original container and handed directly to the office.
6. Where the child comes to school with a childminder/escort etc, it is the responsibility of the parents/guardian to ensure that person is informed of any medication sent with the child.
7. Each item of medication must be clearly labelled with the following information:
 - ☐ Child's name;
 - ☐ Name of medication;
 - ☐ Dosage;
 - ☐ Frequency of dosage;
 - ☐ Date of dispensing;
 - ☐ Storage requirements (if important);
 - ☐ Expiry date.
8. The school will not accept items of medication that are in unlabelled containers.
9. Unless otherwise indicated all medication to be administered in school will be kept in the school office.
10. The school will keep record of all medication that has been administered (appendix 2 & 3) and if requested, the school will provide parents/guardians with these details.

11. It is the responsibility of parents/guardian to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the child's need for medication.

12. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Nurse.

13. The school will make every effort to continue the administration of medication to a child whilst on trips away from the school premises, even if additional arrangements might be required. Medication will be signed in and out of school by a responsible adult attending the school trip. (Appendix 4) However, there may be rare occasions when it may not be possible to include a child on a school trip if appropriate supervision cannot be guaranteed.

B. Guidelines for Parents/Guardians:

To ensure the SAFE administration of medication in school the following guidelines have been produced. If these are not followed then the medication will not be given.

Please note that the Head teacher/Authorised Person can only accept medication prescribed by a doctor or non-prescriptive medication with full written details from the parents/guardian.

1. Parents/guardians are responsible for providing the Head teacher with adequate information regarding their child's condition and medication. It is the parents/guardians responsibility to inform the school in writing when the medication is discontinued or the dosage changed.

2. Medication will not be accepted in school without complete written and signed instructions.

3. Where the child comes to school with a childminder/escort etc, it is the responsibility of the parents/guardian to ensure that person is informed of any medication sent with the child.

4. Only reasonable quantities of medication should be supplied to school, e.g. a maximum of 4 weeks supply at any one time.

5. Each item of medication must be delivered in the original container and handed directly to the Office. Each container must be clearly labelled with the following:

- ☐ Child's name;
- ☐ Name of medication;
- ☐ Dosage;
- ☐ Frequency of dosage;
- ☐ Date of dispensing;
- ☐ Storage requirements (if important);
- ☐ Expiry date.

The school will not accept any items of medication that are in unlabelled containers.

6. Any unwanted or unused medicine (e.g medicine beyond the expiry date) will be returned to parents for disposal via the community pharmacist.

Appendices

The remaining part of this policy document contains the forms that are used in connection with the administration of medication.

Appendix 1 - Application to school to administer medication (Parent/guardian to complete)

Appendix 2 - Record of Medication Administered (Completed by the Authorised Person at the time the medication is administered)

Appendix 3 - Record of Medication Administered on a school trip (Completed by the Authorised Person at the time the medication is administered)

Signed: _____ (Headteacher) date: _____

Signed: _____ (governor responsible for children's safeguarding)
date: _____

APPENDIX 1

Application for School to administer medication

PUPIL DETAILS:

Name: _____

Date of birth: _____

Year group: _____

Condition or illness: _____

MEDICATION:

Name/type of medication (*as described on the container*) _____

For how long will your child take this medication: _____

Date dispensed: _____

Expiry date: _____

FULL DIRECTIONS FOR USE:

Dosage and amount (as per instructions on container): _____

Method: _____

Timing: _____

Special precautions: _____

Side effects: _____

Self administration: Yes/No

Procedures to take in an emergency: _____

Parent/guardian consent. Please read and sign:

This task is being undertaken voluntarily and in a general spirit of care and concern. We will make every effort to administer this medication on time and as required. The member of staff responsible can make no absolute guarantees, and may decline to accept responsibility once they have read these instructions. If so you will be informed immediately.

Signature: _____ date: _____

relationship to pupil: _____

Staff member: do you understand exactly what is required? **Yes/No**

Signature: _____

