

# NEWBRIDGE SCHOOL

## ADMINISTRATION OF MEDICINES POLICY 2017-2018

Agreed/Ratified by:	Person:	Date:
Chair of Governors	Philip Siegert	
Headteacher	James Laidler	

**Reviewed:** September 2017

**Review Date:** September 2018

## Administration of Medicines & prescribed administered in Newbridge School

### 1. Management & Organisation

- The only prescribed drugs & medicines that should be administered are those where clear written instructions are provided by the parent or carer in accordance with **Appendix 1**, form for parents to be completed, informing Newbridge School of all relevant details. Verbal instructions from a child should not be accepted.
- The responsibility for managing the administration of medicines & drugs is the responsibility of the designated First Aiders.
- Records should be kept of all the drugs and medicines administered & should record all the relevant details. (**Appendix 1** form to be kept in designated file).
- No member of staff should be asked to administer drugs or medicines unless they have received appropriate training.
- Parents & staff should be kept informed of Newbridge School arrangements for the administration of drugs and medicines and should be informed of any changes in arrangements.
- Each child receiving medication should have record of medicine given form (**Appendix 2**) completed prior and during medication being administered. Forms to be kept in designated file.

### 2. Advice on Medication

- Children suffering from short-term ailments who are clearly unwell should not be in school and parents/cares should be asked to keep them at home. Some parents/carers may seek to send children to school with non-prescribed medicines e.g. cough mixtures and Newbridge School should not accept responsibility for administering medicines of this nature. In cases where drugs and medicines are brought into school, younger children should not be expected to take responsibility for them; medicines should be brought and collected by parents/carers or given by parents/carers directly to the minibus escort.
- Children with chronic illness or disability may need to take prescribed drugs and medicines in order to lead a normal and happy life. Preferably these should be administered by the nominated person and recorded using the form as **Appendix 2**.

- **Inhalers for Asthma**

These are used to prevent wheezing as well as wheezy episodes. Each case should be considered separately, but older children are often able to decide for themselves when to take the inhaler. Inhalers should be marked with the child's name.

- **Antibiotics**

A child taking antibiotics can recover quickly and may be well enough to attend Newbridge School but it is essential that a course of treatment be completed (*see storage of drugs & medicines*).

- **Maintenance Drugs**

A child may be on daily medication for a condition that requires a dose during the day. Generally, Newbridge School cannot be expected to supervise the treatment of children who need medication thrice daily, as the day is short enough for the medication to be given before and after school. The merits of each individual case should be considered carefully and advice sought if necessary.

- **Storage of medicines & drugs**

It is the Headteacher's responsibility to ensure medicines are stored safely. Medicines should be kept in the container supplied, which must be clearly labelled with the name of the child & instructions for use. Medicines stored at Newbridge School must be locked away. Some medicines e.g. insulin may need to be kept in a refrigerator. It is impossible to lock such medicines away but they should be placed in a sealed airtight container & clearly marked 'medicines'.

**A Standard procedure should be followed when administering medicines:**

1. Refer to written instructions received by Newbridge School (*Parental Consent Form*)
2. Check prescribed dose.
3. Check expiry date.
4. Check prescribed frequency of medication.
5. Measure out the prescribed dose & check the child's name.
6. Complete & sign a record when child has taken or has been given medicine.
7. If there is uncertainty, do not give the medicine but check with the child's parents/carers or doctor.

**Unusual administrations**

In some cases children require administrations of medicines e.g. injections. Such cases need to be considered individually. In all cases proper training via health service must be obtained before a school accepts a commitment of this kind.

## Parent's Consent Form

### Request for School to Administer Medication

**Details of Child:**

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Condition or illness: \_\_\_\_\_

**Medication:**

Name/Type of Medication: \_\_\_\_\_  
(As described on container)

\_\_\_\_\_

For how long will your child be taking this medication: \_\_\_\_\_

**Full directions for use:**

Dates to be given: \_\_\_\_\_

Dosage: \_\_\_\_\_

Timing: \_\_\_\_\_

Special precautions: \_\_\_\_\_

Side effects(if any): \_\_\_\_\_

Procedures to take in an emergency:

\_\_\_\_\_

I understand that I must deliver the medication personally to a member of staff e.g. office administrator, in a clearly labelled container & accept that this is a service which the school is not obliged to undertake.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Relationship to pupil :** \_\_\_\_\_

