

# ***MARK RUTHERFORD SCHOOL***



## ***ADMINISTRATION OF MEDICINES***

### ***POLICY***

***January 2018***

***Mr R Millard***

***Headteacher***

## MARK RUTHERFORD SCHOOL

### ADMINISTRATION OF MEDICINES POLICY

Parents have prime responsibility for their child's health and should provide schools with full information about their child's medical needs. The Headteacher accepts responsibility, in principle, for school staff to give, or supervise students taking, prescribed medication during the school day. However, there is no legal duty which requires school staff to administer medication; this is a voluntary role. At Mark Rutherford we do not have a full-time School Nurse so First Aid and the Administration of Medicines is handled by a team of trained First Aiders (the named person for the administration of medicines is Mrs Donnelly). A form (Appendix A) is completed before we administer any medication.

#### **Short Term Medical Needs**

Many pupils will need to take medication at school at some time in their life. Mostly this will be for a short period only. Medication should only be taken to school when absolutely necessary. Parents should ask their Doctor if the dose frequency can be prescribed to enable the medicine to be taken outside school hours. If it is necessary to take the medicine in school hours and it needs to be kept in a refrigerator this can be arranged. The medicine should be supplied in the original container from the Chemist; correctly named, dated and the dose required. A letter from parent/carer will be received, stating that they give permission for the drug/medicine to be administered and details of dosage.

#### **Long Term Medical Needs**

The school needs to know about any student's medical needs, especially if a student develops a new condition. It is the parents' responsibility to inform the school in writing of all medical needs and medicines which need to be given at school by completing a School Medical Form (Appendix B). A separate Medicine Form should be completed for each medicine to be taken by a named student. If a parent wishes a pupil to carry, and administer their own medication, they should complete Appendix A.

If student is asthmatic and has been issued with an inhaler, he/she should carry their 'reliever' inhaler with them at all times. It is advisable that a spare, named 'reliever' inhaler is kept in Student Reception in case of emergencies.

If a student is diabetic, he/she should carry a snack around with them at all times.

Epipens should be handed into Student Reception.

Parents should inform the school if their child suffers from an extreme allergic reaction. Pupils should keep the necessary emergency treatment with them and a second emergency treatment should be kept in Student Reception. 'Key' staff, including First Aiders, have been fully trained by the School Nurse to administer medicine for this condition. Parents will be immediately informed if their child suffers from a reaction at school.

#### **Storage/Administration of Medicines**

Medicines are stored in Student Reception, unless they have to be kept below 25°C, when

they will be kept in the refrigerator, in a separate container, in the Student Reception. Diabetic pupils should carry their blood sugar monitoring equipment (where they have been issued) and snacks with them at all times.

Students who have identified allergic reactions should keep their spare medicines in Student Reception.

Any medicine no longer required should be collected by parents from the school. Parents will also be asked to collect out-of-date medicines from the school for disposal.

It is the responsibility of parents to ensure replacement medication is in school before the expiry date ie EPIPENS.

All medication is kept in Student Reception in a sealed, named container. These are kept alphabetically along with details of dosage and a signed note from parent/carer.

All medication given to a student is recorded and signed for by the person administering the dosage.

This policy will be reviewed annually.

## Parental Agreement for Mark Rutherford School to Administer Medicine

Mark Rutherford School will not administer the students medicine unless you complete and sign this consent form and Mark Rutherford has a policy that can administer medicine.

Name of Child	
Date of Birth	
Year and Form	
Medical Condition or Illness	

### Medicine

Name/Type of Medicine	
Date Dispensed	
Expiry Date	
Dosage and method	
Timing	
Special Precautions	
Are there any side effects that we should know about ?	
Self Administration	[Yes]                      [No]
Procedures to take in the event of an emergency	
Permission to administer Paracetamol eg. Period Pains and headaches	

### Contact Details

Name	
Daytime Telephone Number	
Mobile Number	
Relationship to the Student	
Address	

I understand that I must deliver the medicine personally to Mrs Donnelly at Student Reception  
I accept that this is a service that Mark Rutherford School is not obliged to undertake.  
I understand that I must notify Mark Rutherford School of any changes in writing.

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Signed

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Date

**Daily Care Requirements (eg. Before sport/ at lunchtime)**

**Describe what constitutes an emergency for the student, and action to take if this occurs**

**Follow up Care**

**Who is responsible in an emergency (state if different for off-site activities?)**

**Health Care Plan copied to:**

REQUEST FOR PUPIL TO CARRY HIS/HER OWN MEDICATION

Pupil's Name.....

Tutor Group.....

Condition or Illness.....

Name of Medicine.....

Procedures to be taken in an Emergency.....

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**Contact Information**

Parents or Contact's Name.....

Daytime Phone Number.....

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

Signature.....Date.....