VICTORIA COLLEGE
PREPARATORY SCHOOL

Policy	Procedures for Administration of Medicines in School		
Reviewer	Emily-Rose Le Cuirot / Katharine Illing		
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This policy is in place to explain how Victoria College Preparatory School supports attendance of all pupils by ensuring staff understand their roles and responsibilities in administering medicines, parents understand their responsibilities in respect of their children's medical needs and by ensuring medicines are stored and administered safely.

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after. The school is committed to ensuring that children may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school. This policy provides a basis for ensuring that children with medical needs receive proper care and support in school.

Individual Health Care Plans

Where a child has significant or complex health needs parents/carers are asked to provide full details on entry to school or as the child first develops a medical need. Where appropriate, an Individual Health Care Plan (IHCP) may be put in place involving the parents and relevant health care professionals. If additional health needs develop then the IHCP will need to be updated by the school with the support of the parents/carers and shared with any/all adults that the child is left in the care of.

Dealing with Medicines Safely

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day).
- Prescribed medication which are three doses a day should be given at home (one before school, one when first arrived home and one in the evening). Those medications with four doses a day, or if a child attends breakfast/after school club or needing three times a day with specific instructions (e.g., with food) should be given.

- All medicines should be taken directly to the school office by a responsible adult; Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration.
- The medicine should be clearly marked with the child's name and class.
- The appropriate dosage spoon should be included with all medicines sent to school.
- Medicine will only be administered in school on completion of the Parental Consent/Medication Record (see Appendix 2). When medicine is brought to the school office, the staff member will ask the responsible adult to complete the Medication Record.
- Any medicine administered will be recorded by the staff member in the Record of Medication Administration in line with the Medication Record completed by the responsible adult and kept in the School Office (see Appendix 1)

Non-prescription Medicines

- Victoria College Preparatory recognises that children learn best when they have good attendance and punctuality. If Victoria College Preparatory School students have a cough or cold, but are eating, drinking and perk up when given Calpol or other 'over the counter' pain relief, they are well enough to attend School.
- If a child requires Calpol or similar (non-prescribed), then a parent should come into school to administer this.
- In exceptional circumstances, the Headteacher can provide an exception to this policy and school staff can administer the medication.
- If a decision is made by the Headteacher to administer non-prescription medicines, it will only be administered in school on completion of the Medication Record (see Appendix 2). When medicine is brought to the school office, the staff member will ask the responsible adult to complete the Medication Record and inform the School Office of the last time that the child had a dose of the medicine.
- Any medicine administered will be recorded by the staff member in the Record of Medication Administration in line with the Medication Record completed by the responsible adult and kept in the School Office (see Appendix 1)
- Medicines must be handed in at the office by a responsible adult and they will not be given to children without prior written permission from parents as above.
- They should be clearly marked with the child's name and class.
- Children must not carry medicines themselves for self-administration during the day. The medicine must be collected from the office and taken under the supervision of an adult.
- Any medicine that is administered will be recorded in line with the above process.

Inhalers

Inhalers are usually stored in the secure medical boxes. In some circumstances, where agreed, a pupil may need to keep their inhalers on them.

Inhalers must be taken on school trips, to sports activities/lessons, and where an activity may trigger an asthma attack – e.g., DT hut when cutting wood, as dust can be a trigger for an asthma attack.

Anaphylactic Reaction

Staff must read the guidance on the treatment of an anaphylactic reaction and follow the procedures. See Section 4 of the administration of medicines in school policy. Regular training opportunities for the administration of medication in the event of an anaphylactic reaction is on offer.

All pupils who need an EpiPen or who suffer from anaphylactic reactions must have an IHCP. This will be signed by parents and displayed in the medical room with permission from the parents.

Roles and Responsibilities of School Staff

- Staff at Victoria College Preparatory are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self-administration in the case of a longer-term medical plan. However, there is no legal or contractual requirement for school staff to administer medicines to children at school.
- All medicines are stored securely in the office with school staff access only.
- Asthma reliever inhalers and EpiPens are kept in class medicine boxes. If the child is due to go off-site or attend a sporting activity, then the medication box would be taken by the staff member to the activity / off-site event.
- Staff must complete the 'Administration of Medicine Record' kept in the office each time medicine is administered within school time.
- All 'first aiders' will be trained on how to administer EpiPens every two years on a first aid course.

Parental Responsibility

- In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the Medication Record online (https://www.victoriacollege.je/form/?pid=110&form=18) before medicine can be administered by staff.
- Primary school children may be able to administer their own medication, under adult supervision but again, only with parental agreement given through the appropriate paperwork as above.
- Parents are responsible for ensuring that all medication kept in school, e.g., asthma pumps, EpiPens, are kept in date.
- Parents are responsible for notifying the school if there is a change in circumstances e.g., if a child is deemed to be no longer asthmatic, or a child is now asthmatic.

Safe Storage of Medicines

- The school is responsible for ensuring that all medicines are stored safely and only medicines in date are the be administered.
- Medicines should be stored in the supplied container, clearly marked with the child's name, dose and frequency of administration.
- Medicines are stored in the first aid room in a locked cupboard or within the child's class medicine box out of reach of children, in the case of asthma inhalers and EpiPens.
- Where medicines need to be refrigerated, they will be kept in a designated fridge in the medical room.

Managing Medicines on School Trips

On school visits the teacher is responsible for taking the class medicine box e.g., asthma inhalers, EpiPens, enzymes, eczema cream with them. Teachers will take responsibility for administering medicine e.g., antibiotics following the above procedure if the parents/carers have given consent via the form in Appendix 2.

Appendix 1

RECORD OF MEDICATION ADMINISTRATION

Name of pupil:

Class:

Name or type of medication administered:

Expiry Date:

Date D/M/Y	Time given	Dose	Name of member of staff	Staff Initials

Appendix 2

ONLINE FORM

PARENTAL CONSENT FOR SCHOOL STAFF TO ADMINISTER MEDICATION/ MEDICATION RECORD

I/we request that a member of school staff at Victoria College Preparatory School administer prescribed/or over the counter antibiotics, pain relief or other medication to my child during the school day as follows:

Name of Child:	
Year and Class:	
Medical condition:	
Name of Medicine:	
Dosage and method:	
Time/When Required:	
Medication expiry date:	
Name of Parent/Guardian: ***(Please print)***	
Contact Telephone Number:	

I understand:

- That there is no legal contractual duty for staff to administer medicine or supervise a pupil taking it; that this is a voluntary role and should there be any adverse reactions to the medication, the responsibility lies with the parent/guardian.
- That the school will only administer medicine to my child if they hold this form correctly completed and signed,
- I understand that there are side effects associated with all medicines and will inform the school if I am concerned about these.
- That if medication has expired or no longer required, it will be returned to me/I will be requested to collect it.
- Any medication left on school site over the summer holidays will be disposed of.

I confirm:

- That I will ensure the medication supplied by me and prescribed by my child's Doctor are labelled correctly, in the original container as dispensed by the pharmacy, in date, and with storage details and the Patient Information Leaflet (PIL) attached.
- That I will inform the school immediately in writing if there is any change in the dosage or frequency of the medication or if the medication is to be stopped.
- That I have read and understood Victoria College Preparatory School's Administration of Medicine Policy and Procedures
- That I give consent to school staff to administer medication as above, in accordance with the school medical policy. I will inform the school, in writing, if there are any changes to this consent.
- That the above information is, to the best of my knowledge, accurate at the time of writing.

Signed:	
Print Name:	
Date:	