



Chiltern Way Academy Trust

Turning Futures Around

Administration of Medication Policy

Responsibility for this policy (job title): SWAM

Responsibility for its review: Curriculum committee

Approved: 27/05/2023 (Chair of Trustees)

Next review date: Summer 2025

CONTENTS

Introduction	3
Administration of medication	3
Paracetamol	5
Asthma	5
Off-site	5
Encopresis	6
Consent forms	8

Introduction

The aim of this policy is to:

- Safely and effectively support our students with medical needs
- Enable students to achieve regular attendance.

Parents/carers retain the prime responsibility for their child's health and should provide the Academy with information about their child's medical condition.

Students should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

The Academy admission pack contains an 'Administration of Medication' form, a 'Medical History' form, a 'Transportation of Medication' form and the Admissions Form contains a section on medical information.

If a student needs to take medication in school, the parents/carers must complete these forms and return them to the Academy.

If the medication is prescribed by a doctor (medical), the Academy will follow the doctor's instructions, as per the label.

Parents/carers, or another trusted, responsible adult, are required to bring the medication into school themselves. If the medication is brought into school by a trusted, responsible adult it should be sealed and placed in a signed, sealed envelope. Students **are not** allowed to bring/hand in medication.

Paracetamol will only be given to students if written consent has been given by the parents/carers (consent form sent with admission pack)

If these conditions are satisfied then:

- Medication will be stored in a locked drawer or cupboard. Nothing else should be stored in this cupboard.
- If for any reason a student has to have access to medication that requires cold storage (i.e. fridge) the medication will be stored in a lockable container inside the fridge.
- Normally, no more than one month's supply of any medication should be held in stock.
- The key to the medication cupboard will be the responsibility of trained staff who have been issued with their own key. It is that person's responsibility to ensure the safe keeping of this key.
- Duplicate keys will be held in a secure designated place.

Administration of Medication:

Medication will be administered by a designated member of staff. The designated member of staff will sign the administered medication on the Medication Administration Record (MAR) sheet. This must be countersigned by both the student and another member of staff.

Medication must not be administered if there is any doubt about the health and wellbeing of the student receiving the medication; in this case, the parents/carers or GP must be contacted. Advice can also be sought from the NHS on 111 (The helpline is open 24 hours).

We will ensure the following:

- Any member of staff administering medication must be competent to do so. All such persons must receive appropriate training, education and assessment for this role, including yearly updating.

- The member of staff administering medication must clearly countersign the signature of any student who is being supervised.
- The following procedure should be followed by all staff when administering both prescribed and non-prescribed medication:
 - a) Wash hands.
 - b) Lock cupboard when the medication has been taken out. Locking the cupboard must be done before administering medication.
 - c) Check the identity of the student.
 - d) Gain the student's consent for the administration of the medication.
 - e) Check all details on the student's MAR sheet, checking: name, dosage, route and time for the administration of medication (this should include details about when medication is required, i.e. before or after food). If you are unable to read the MAR sheet at any time, **do not** administer any medication, instead, contact the relevant person i.e. Head of Campus, parents/carers or GP.
 - f) Check that the medication has not already been administered.
 - g) Identify the appropriate container/box the medication is supplied in, check the label and the MAR sheet, and ensure the two match. The appropriate person i.e. the Head of Campus must be notified immediately if there are any discrepancies.
 - h) Check the expiry dates of the medication to be administered. If the medication is out of date, do not administer. Contact the relevant person i.e. Head of Campus, parents/carers or GP.
 - i) Prepare the medication for administration. Indicate that medication has been removed from bottles/ packaging by placing a dot (using pen) in the box on the MAR sheet as you prepare to give out medication¹.
 - j) Administer the medication and ensure that the student has swallowed their medication. Always offer a drink, unless contraindicated.
 - k) Immediately after administering the medication, the MAR sheet should be signed by both parties, the student and the designated member(s) of staff.
 - l) Record on MAR sheet if the medication is not given and state the reason. In the event of a refusal, refer to individual guidelines in the student's medication/health plan. If there is no reference to/or guidelines relating to the refusal of medication, inform the Head of Campus and the parents/carers. Record this information on Behaviour Watch.
 - m) Ensure all medication is returned to the appropriate place and secured in accordance with the policy.

- If, having followed the above procedure, you are still unsure about any aspects of the process please seek the advice of the Head of Campus.
- Medication must be administered strictly in accordance with the prescriber's instructions.

¹ Recommendation following Root Cause Analysis Investigation December 2004.

- Any medication dropped, or not swallowed, by the student should be disposed of in accordance with advice given from the prescribing doctor: the parents/carers of the student to be informed immediately.
- Any adverse drug reaction should be reported to the student's parents/carers/GP and/or the supplying pharmacist, and should be discussed before further administration of the medication in question.
- Any student requiring prescribed medication will be given this at a designated office/time as per the prescribing doctor's guidance.

Paracetamol

- Paracetamol can only be given to students if the consent form has been returned by parents/carers. Paracetamol will be located in the locked first aid box.
- Staff must adhere to procedural practices when giving non-prescribed medicines.
- All tablets given should be recorded in the 'paracetamol log book' and signed by the staff member and student. Record: time given, amount given and reason for administration.
- Paracetamol should **not** be administered before 12.30pm unless a phone call home has been made to confirm that the student has not been given Paracetamol at home prior to coming to school.
- Should a student be given Paracetamol following an accident/incident requiring an ambulance or taking to hospital, a record of the dose & time administered should be made in the First Aid log and this information given to the paramedics or doctor at the hospital.

Asthma

- Parents/carers must notify the Academy if their child is asthmatic.
- Parents/carers must complete an administration of medication form.
- Parents/carers must provide the Academy with an inhaler.
- The inhalers will be clearly labelled.
- If the inhaler is not relieving the wheezing, we will call 999 immediately.
- If the Academy does not have written consent to administer the inhaler, we will call 999 immediately
- The Academy will keep the inhaler in a cupboard in the staff room.
- The Academy will administer the inhaler if the student requests it, if staff feel the student is abusing the use of the inhaler both parents/carers/GP will be informed.

Offsite

- Check medical histories before taking students on trips. Ensure this is recorded within the Event Specific Plan, using the Evolve procedures.
- If a student is on a trip and requires medication, staff must ensure that the medication is taken and a record is made on the student's MAR sheet (as per guidance).
- If a student is asthmatic, the inhaler must be taken on that trip.
- The emergency inhaler box will be taken on all trips.

DO NOT TAKE ANY RISKS REGARDING THE ADMINISTRATION OF MEDICATION. PLEASE FOLLOW THE POLICY AND IF IN ANY DOUBT WHATSOEVER YOU MUST TALK TO THE HEAD OF CAMPUS, OR THE APPROPRIATE DESIGNATED PERSON RESPONSIBLE FOR MEDICATION WITHIN SCHOOL.

Encopresis

If the student is diagnosed with Encopresis (soiling clothes) the parents/carers will be asked to provide the Academy with a spare set of clothes. These will be labelled and kept in the PE changing room/area near the showers on each campus.

Plan:

- If soiling occurs, a member of staff will quietly ask the student to leave class with them, will collect the spare clothes and accompany the student to the PE changing rooms where the student will be asked to shower. Staff will adhere to all safeguarding protocols.
- The soiled clothes will be bagged and either sent home or washed at school. The student must then bring back a spare set of clothing from their place of residence the next day.
- If a student soils themselves and there are no spare clothes, every attempt will be made to find them a suitable change of clothes from either the PE department (tracksuit) or spare clothing located within school.
- Parents/carers will be informed whenever soiling occurs.

Transport of Medication

Please be aware that if your son/daughter requires medication while at school the Academy will keep all medication securely stored and will ensure that all medication is in date, and that there is sufficient medication for the school week.

However, when stocks are low, the Academy will contact you to request a further supply of medication.

Any medication to be transported into the Academy should either be brought in by yourself, or another adult.

On no occasion should medication be brought into school by a student.

Please inform the Academy that new medication is being brought into school and by whom.

As a reminder, all medication needs to be in correctly labelled packaging, and any new medication will require a new consent form to be filled in by yourselves. Additional forms can be obtained from Reception or downloaded from the Academy's website.

Consent to Administer Medication

The Academy will not give your child medicine unless you complete and sign this form.

If more than one medicine is required a separate form should be completed for each one. Additional forms can be obtained from Reception or downloaded from the Academy's website.

Name of child	
Date of birth	
Medical illness or diagnosis	

Medicine

Name/type of medicine <i>(as described on the container)</i>			
Expiry date			
Dosage and method			
Timing			
Special precautions/other instructions			
Are there any side effects that the Academy needs to know about?			
Self-administration	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No		
Prescription/Non-Prescription	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Prescription</td> <td style="width: 50%; text-align: center;">Non-prescription</td> </tr> </table>	Prescription	Non-prescription
Prescription	Non-prescription		

NB: Medicines must be in the original container/packaging

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Academy staff administering medicine in accordance with the Academy's policy.

Delete as appropriate:

- **Prescribed Medication:** I will inform the Academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.
- **Non-prescription medication:** I confirm that I have administered this non-prescription medication, without adverse effect, to my child in the past. I will inform the Academy immediately, in writing, if my child subsequently is adversely affected by the above medication.

Parent/Carer Signature _____

Date _____

Name (print) _____

Consent to Local Trips and Emergency Medical/Dental Treatment On/Off-Site

Name of student: **Date of Birth:**

1. I understand that my child may leave the Academy premises for local visits and I hereby give my consent for my child to participate in such visits. I also understand that my child may leave the Academy premises at other times, when I will be informed separately by letter and further consent will be required from me.

2. I agree that if my child urgently requires medical or dental treatment of any nature (including situations where the advice of a medical practitioner has been obtained) during the school day, or during an educational visit, and it is not possible to contact me, the teacher in charge at the time is authorised on my/our behalf to give consent to such treatment.

I will inform the Academy as soon as possible of any change in the medical circumstances of my child, after the date below.

Signed: _____ [parent/carer] Date: _____

Name (print) _____

Consent for Use of Own or Emergency Salbutamol Inhaler

1. I can confirm that my child has been diagnosed with *asthma* / *has been prescribed an inhaler* [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. I will provide the school with a spare inhaler to keep in case of loss or damage to his/her personal inhaler. This will be working, in-date and clearly labelled with their name and expiry date.
4. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Child's name: _____

Signed: _____ Date: _____

Name (print) _____

Consent to Administer Non-Prescription Paracetamol/Calpol

Parental agreement for school to administer *occasional* non- prescription paracetamol or Calpol (that is provided by the Academy), if required.

The Academy will not give your child medicine unless you complete and sign this form.

Child's Name		
Date of Birth		
Name and strength of medicine* <i>(delete as appropriate)</i>	Paracetamol	Calpol
When to be given	Every 4-6 hours (Past 12:30 unless otherwise specified by parent/carer)	
Any other instructions	Maximum 4 doses in 24 hours	
Daytime phone no. of parent or adult contact		
Name and phone no. of GP		

*Calpol 6 plus is 250mg/5ml dose

Paracetamol tablets are usually 500mg per tablet/capsule

Child 6 – 12 years 250 – 500mg

Child 12 – 19 years 500 – 1000mg

I confirm that I have administered paracetamol/Calpol *(delete as appropriate)* without adverse effect to my child in the past.

I give consent to Academy staff to administer paracetamol/Calpol *(delete as appropriate)* in accordance with the Academy policy. **I will inform the Academy immediately, in writing, if my child subsequently is adversely affected by paracetamol/Calpol *(delete as appropriate)*.**

Parent/carer signature: _____

Date: _____

Name (print) _____