



Administering Medicines Policy

We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medication.

No non-emergency medicines will be administered by staff. Only prescribed medicines will be administered. Children are not permitted to bring or be in the possession of non-prescription medicines.

Parents / carers can make arrangements to administer non-prescription or prescription medicine at lunch time or during the school day if required.

Aims

- To outline the procedures for administering emergency medicines to pupils.

Role of the Governing Body

The GB has:

- appointed a member of staff to be the Coordinator for Health and Safety, who is currently the Headteacher – Mr Steve King and supported by the Senior Administrator Mrs Liz Gibbon.
- a responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure that the governing body review and adopt a clear policy on the school's approach to administering medicine.
- ensure that parents and staff are aware of the school's policy on administering medicine.
- Work with the governing body to keep the policy under review

Role of the Designated Person/s

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

- be up to date with the Individual Health Care Plans (provided by school nurses) for those pupils with specific medical needs or emergency medication such as asthma inhalers or EpiPens

Role of Parents/Carers

Parents/carers must provide:

- written permission by completing the Medication Consent Form
- take responsibility for ensuring asthma inhalers and EpiPens held in school are in date
- sufficient medical information on their child's medical condition
- the medication in its original container
- sufficient medicine for the dosage to be given in school

Administration of Prescribed Medicines

Members of the school personnel who have volunteered to administer or supervise the taking of medication will:

- be aware of Individual Health Care Plans and of symptoms which may require emergency action
- read and check the Medical Consent Forms before administering or supervising the taking of medicines
- check that the medication belongs to the named pupil
- check that the medication is within the expiry date
- inform the parent if the medication has reached its expiry date
- confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage
- always take appropriate hygiene precautions
- Staff will not apply prescribed cream. Children must self-apply or a parent/carer must attend to apply such medicines.

Medication Record

The following information must be supplied by the parent/carer – refer to attached forms:

- Name and date of birth of the child
- Name and contact details of the parent/carer
- Name and contact details of GP
- Name of medicines
- Details of prescribed dosage
- Date and time of last dosage given
- Consent given by parent/carer for staff to administer medication
- Expiry date of medication
- Storage details

Security

All medications will be kept in a secure place and accessible only to the designated persons

Educational Visits

On educational visits a designated person will also attend in order to administer medications

Sporting Activities

We will ensure that pupils have immediate access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs

List of Forms

- Form 1 – Contacting Emergency Services
- Form 2 – Parental Agreement for Education Setting to Administer Medicine
- Form 3 – Record of Medicine Stored for and Administered to an Individual Learner
- Form 4 – Staff Training Record – Administration of Emergency and Specific Medicines
- Form 5 – Medication/Healthcare Incident Report

Appendix A

- Useful Contacts

Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for an ambulance, and be ready with the following information where possible:

1. State your telephone number. 01291 635641
2. Give your location as follows The Dell Primary School, Welsh Street, Chepstow
3. State that the postcode is NP16 5UQ
4. Give the exact location in the education setting [On Welsh Street in Chepstow half way between the town Arch and Chepstow Leisure Centre].
5. Give your name.
6. Give the name of the learner and a brief description of symptoms.
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to Reception.
8. Don't hang up until the information has been repeated back.

Speak clearly and slowly and be ready to repeat information if asked to.

Put a completed copy of this form by all the telephones in the office.

Intentionally Blank



Parental Agreement for Education Setting to Administer Medicine

The Dell Primary School needs your permission to give your child medicine. Please complete and sign this form to allow this.

(Part 1)

Name of Child	
Date of Birth	
Class	
Healthcare Need	

Medicine

Name/Type of Medicine (as described on the container)	
Date Dispensed or Prescribed	
Expiry Date	
Dosage and Method	
Timing	
Special Precautions	
Are there any side effects that the setting needs to know about?	
Self-Administration (delete as appropriate)	Yes/No
Procedures to Take in an Emergency	

Contact Details

Name	
Daytime Telephone no.	
Relationship to Child	
Address	
<ul style="list-style-type: none">• I understand that I must deliver the medicine personally to the school office staff.• I understand that I must notify the setting of any changes in writing.• I understand that school employees are not contractually obliged to administer medicine to pupils and individuals do so on a voluntary basis.• I understand that school routines are very busy and staff will endeavour to find my child at a given time to administer medicine. However I understand that if this does not happen for any reason,	

the individual or school will not be responsible or liable for any effect of my child missing a dose of medicine. If this effect could be critical to my child's health or safety, I will make alternative arrangements for the medicine's administration.	
Date	
Signature	

(Part 2) Headteacher/head of setting agreement to administer medicine
The Dell Primary School

It is agreed that [name of learner]
will receive [quantity or quantity range and name of medicine]
every day at [time medicine to be administered, e.g. lunchtime/afternoon break]

[Name of learner] will be given/supervised while
they take their medication by [name of member of staff]

This arrangement will continue until [either end date of course of medicine or until instructed by
parents/carers]

Date	
Signed [The headteacher/head of setting/named member of staff]	

[illegible]

[illegible]



Staff Training Record

Administration of Emergency & Specific Medicines

Please ensure that the Education Workforce Council registration is updated accordingly.

Staff Member's Name	
Type of Training Received	
Date of Training Completed	
Training Provided by	
Profession and Title	

I confirm that.....has received the training detailed above and is competent to carry out any necessary treatment.

I recommend that the training is updated at this frequency	
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Trainer's Signature	
Date	

I confirm that I have received the training detailed above.

Staff Member's Signature	
Date	



Learner's name							
Home address							
Telephone no.							
Date of incident							
Time of incident							
Medication normally administered by:	Learner		Learner with Staff Supervision		Member of School Staff		

Dose administered 30 minutes after scheduled time	
Omission	
Wrong dose	
Additional dose	
Wrong learner	
Dose given without permissions on file	
Dietary	
Dose administered by unauthorised person	

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Parent	Name		Date		Time	
School Nurse	Name		Date		Time	
Physician	Name		Date		Time	
Poison Control	Name		Date		Time	
Other	Name		Date		Time	

Asthma

Asthma UK Cymru
Helpline: 0300 222 5800
www.asthma.org.uk/

Guidance on the use of emergency salbutamol inhalers in schools in Wales (Welsh Government, 2014)
www.learning.gov.wales/resources/browse-all/use-of-emergency-salbutamol-inhalers-in-schools-in-wales/?lang=en

Anaphylactic shock

Allergy UK
Helpline: 01322 619898
www.allergyuk.org/

Anaphylaxis Campaign
Helpline: 01252 542029
www.anaphylaxis.org.uk/

Child Support Organisations

Action for Children
Tel: 0300 123 2112
www.actionforchildren.org.uk

Action for Sick Children
Helpline: 0800 074 4519
www.actionforsickchildren.org.uk/

Barnardo's Cymru
Tel: 02920 493387
www.barnardos.org.uk/wales

Children in Wales
Tel: 02920 342434
www.childreninwales.org.uk/

Diabetes

Diabetes UK Cymru
Tel: 02920 668276
www.diabetes.org.uk/

Diabetes IHP template
www.diabetes.org.uk/Guide-to-diabetes/Your-child-and-diabetes/Schools/IHP-a-childs-individual-healthcare-plan/

Diabetes UK school and parent resource packs
www.diabetes.org.uk/Guide-to-diabetes/Your-child-and-diabetes/Schools/Diabetes-in-schools-resources

Epilepsy

Epilepsy Action Wales
Tel: 01633 253407
Helpline: 0808 800 5050
www.epilepsy.org.uk/involved/branches/cymru

Epilepsy Wales
Helpline: 0800 228 9016
www.epilepsy-wales.org.uk

Young Epilepsy
Helpline: 01342 831342
www.youngepilepsy.org.uk

Learning difficulties

Learning Disability Wales
Tel: 02920 681160
www.ldw.org.uk

MENCAP Cymru
Helpline: 0808 808 1111
www.mencap.org.uk

Special Needs Advisory Project (SNAP) Cymru
Helpline: 0845 120 3730
www.snapcymru.org/

Medical-based support organisation

The National Autistic Society Cymru
Helpline: 0808 800 4104
www.autism.org.uk/?nation=wales&sc_lang=en-GB

Bobath Children's Therapy Centre Wales
Tel: 029 2052 2600
www.bobathwales.org

Cerebra – for brain-injured children and young people
Tel: 01267 244200
www.cerebra.org.uk

Crohn's in Childhood Research Association (CICRA) – for children with Crohn's and colitis
Tel: 0208 949 6209
www.cicra.org

CLIC Sargent – for children with cancer
Helpline: 0300 330 0803
www.clicsargent.org.uk

Coeliac UK
Helpline: 0333 332 2033
www.coeliac.org.uk/local-groups/?region=wales

Cystic Fibrosis Trust
Helpline: 0300 373 1000
www.cysticfibrosis.org.uk

Headway – the brain injury association
Helpline: 0808 800 2244
www.headway.org.uk/home.aspx

Migraine Action
Tel: 08456 011 033
www.migraine.org.uk

Multiple Sclerosis Society
Helpline: 0808 800 8000
www.mssociety.org.uk

Muscular Dystrophy UK
Helpline: 0800 652 6352
www.muscular dystrophyuk.org

National Attention Deficit Disorder Information and Support Service (ADDiSS)
Tel: 0208 952 2800
www.addiss.co.uk

National Eczema Society
Helpline: 0800 089 1122
www.eczema.org

Prader-Willi Syndrome Association UK
Helpline: 01332 365676
www.pwsa.co.uk

Spina Bifida and Hydrocephalus Information (Shine)
Tel: 01733 555988
www.shinecharity.org.uk

Welsh Association of ME and CFS Support
Helpline: 029 2051 5061
www.wames.org.uk

Mental Health

Child and Adolescent Mental Health Service (CAMHS)
www.mental-health-matters.org.uk/page7.html

Mind Cymru
Tel: 02920 395123
www.mind.org.uk/about-us/mind-cymru

Public bodies

Contact a Family – for families with disabled children
Helpline: 0808 808 3555
www.cafamily.org.uk

Children's Commissioner for Wales
Tel: 01792 765600
www.childcomwales.org.uk

Equality and Human Rights Commission
Helpline: 0808 800 0082
www.equalityhumanrights.com

Health and Safety Executive
Tel: 02920 263120
www.hse.gov.uk

National Children's Bureau Council for Disabled Children

Tel: 020 78436000

www.ncb.org.uk

National Health Service Direct Wales

Tel: 0845 46 47

www.nhsdirect.wales.nhs.uk/contactus/feelingunwell

Information Commissioner's Office Wales

Tel: 029 2067 8400

Helpline: 0303 123 1113

www.ico.org.uk/for-organisations/education

Children's Rights

Children's Rights Wales

The United Nations Convention on the Rights of the Child (UNCRC) is a list of rights for all children and young people, no matter who they are or where they live. These rights are the things that they need to be safe, healthy and happy.

www.childrensrights.wales

Sensory impairment

Action on Hearing Loss

Helpline: 0808 808 0123

Textphone: 0808 808 9000

www.actiononhearingloss.org.uk/default.aspx

The National Deaf Children's Society (NDCS) Cymru

Tel: 0808 800 8880

www.ndcs.org.uk/family_support/support_in_your_area/wales

Royal National Institute of Blind People (RNIB)

Helpline: 0303 123 9999

www.rnib.org.uk/wales-cymru-1

Sense Cymru – services across Wales for deafblind people and their families

Tel: 0300 330 9280

Textphone: 0300 330 9282

www.sense.org.uk/content/sense-cymru-wales

Speech and language

Afasic Cymru – helping children who have difficulty speaking and understanding

Helpline: 0300 666 9410

www.afasiccymru.org.uk