



MEDICATION PROTOCOL

Whilst schools do not have a legal duty to administer medication, this protocol will assist students by promoting attendance and supporting inclusion within school activities. It has been compiled with reference to the Department of Health 'Managing Medicines in Schools' documentation.

1. Responsibilities

Parents/carers have prime responsibility for their child's health and should provide the school with information about known medical conditions.

Administrative support staff undertake the issue of medication on the school site and maintain records to identify all students who have received medicine during the school day.

An appointed staff member undertakes the issue of medication when on educational visits; they maintain records to identify all students who have received medicine during the trip and pass this to administrative support staff upon their return to school.

The Trust Board, Local Governing Body and Headteacher retain overall responsibility for ensuring an adequate protocol exists and is implemented. They are also responsible for ensuring staff involved in issuing medication receive adequate training.

Students have a personal responsibility for their own health and welfare. They should be informed and educated by parents/carers about their medical condition and supported by staff to take medication as directed by the parents/carers in accordance with prescription guidelines.

2. Accepting Medication & Authorisation to Administer

As a matter of course parents/carers should check with the prescriber to identify if the medication can be taken outside of school times. Medication should only be taken to school when it is essential to the welfare of the student during the school day.

Authorisation to Administer

Medication should never be issued without written authorisation from the parents/carers. This must contain clear directions about the medication including name of medication, frequency and dosage, method of application, possible side effects and details of action to take in an emergency. A form to authorise Administration of Medication in School is available for this purpose. Without this information school staff will not take responsibility for issuing medication.

Prescribed Medication

Schools should only accept prescribed medication which has been issued by a doctor, nurse, dentist or pharmacist prescriber. Medication should be in its original container and include the prescriber's instructions for administration and dosage.

Schools should never accept medication which has been taken out of the original container nor should they accept changes to dosage or frequency on parental instruction.

Non-Prescribed Medication

In addition to the details required to authorise administration of medication, for non-prescribed medication a declaration that the student has not suffered from any ill effects when they have taken this medication in the past is also required.

It is essential to note that a child under the age of 16 should never be given aspirin-containing medicine unless prescribed by a Doctor.

3. Storing & Issuing Medication

Medication received into the care of the school should be retained within a secure area. Particular attention should be given to instructions for storage, including temperature. Should refrigeration of medication be required a feasibility and risk assessment will be necessary prior to accepting the items.

Staff have access to personal protective equipment e.g. disposable gloves and hand wash as required, staff issuing medication should always check:

- The student's name
- Medication name
- Method of administration
- Prescribed dosage and frequency
- Expiry date
- Follow prescriber's instructions
- Be aware of possible side effects
- Written authorisation from parents/carers

When medication is issued, the following will be recorded in a Medication Control Log:

- Date
- Student's name
- Medication name
- Dosage given
- Time
- Staff member's name
- Student's signature

4. Refusing Medication

If a student refuses to take medication they cannot be forced to do so by any member of school staff. In all cases, parents/carers should be notified that their child has refused medication as soon as possible on the same day.

5. Emergency Procedure

If a student has a reaction to medication issued, displays signs of side effects or reports feeling unwell the usual procedure should be followed whereby a fully trained First Aider is summoned to assess the situation.

If any doubt exists regarding the immediate health of an individual, an ambulance should be summoned and the first aid protocol followed.

6. Disposal of Medication

When medication reaches its expiry date, it should be collected by the parents/carers for safe disposal via a pharmacy. Parents/carers should also collect any residual medication at the end of each academic year. Medication will not be sent home with a student.

School staff are generally not responsible for disposing of medication (see above). However, to avoid holding medication which is not required, should parents/carers fail to collect medication within four weeks of notification school staff will arrange disposal via the local pharmacy.

Sharps boxes can be provided to parents/carers on prescription from their child's Doctor where appropriate. These boxes should be disposed of according to the latest guidance, if in doubt advice should be sought from a pharmacy or the local environmental services.

7. Issuing Paracetamol

There may be some instances where students present with minor medical complaints causing discomfort. As part of our Duty of Care we would wish to ease any pain and support them to remain in school and participate in learning. We may contact parents/carers for permission to issue paracetamol. If permission is given, this will be carefully recorded on the Paracetamol Control Log. A check will be undertaken by reception staff prior to contacting parents/carers to ensure that we have not already issued any paracetamol to an individual, they will also be asked if they have self-administered any medication, where any repeat issue would result in exceeding the dosage recommendations.

Paracetamol is retained securely by reception staff and they will be responsible for ensuring medication is within date and stored according to recommendations.

8. Emergency Inhalers:

The school does not currently hold an emergency salbutamol inhaler.

9. Defibrillators in Schools:

Sudden cardiac arrest is when the heart stops beating and can happen to people at any age and without warning. When it does happen, quick action (in the form of early CPR and defibrillation) can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. Modern defibrillators are easy to use, inexpensive and safe. Schools are advised to consider purchasing a defibrillator as part of their first aid equipment. If schools install a defibrillator for general use, they should notify the local NHS ambulance service of its location. Staff members appointed as first aiders should already be trained in the use of CPR and may wish to promote these techniques more widely in the school, amongst both teachers and students alike.

The school has its own Automated External Defibrillator (AED) and is situated on the wall behind the main reception desk. Instructions about how to access the defibrillator are attached to the unit itself. No training is required to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened.

Reviewed July 2020.

Queen Elizabeth's Grammar School Horncastle



Administration of Medication in School

Student's Name:			
Form:		Date of Birth:	
Medical Condition/ Illness:			
Name of Medicine:			
If Prescription , Date Dispensed:			
If Non-Prescription , Declaration:	By signing this form I confirm that this student has had this medication previously and did not experience any side effects or adverse reaction.		
Expiry Date on packaging:			
Date medication to cease:			
Dosage:			
Timing:			
Method of Application:			
Special Precautions if any:			
Known Side Effects:			
Self Administration by Student:	Yes/No (delete as appropriate)		
Emergency Procedure:			

Please help us to protect our students by noting the following:

- Schools are not legally obliged to dispense medication; however, we agree to do this to support inclusion of students in our care.
- We will never accept medication which has been taken out of the original container.
- We will never accept changes to dosage or frequency of application on parental instruction which differ from the prescription or product guidelines.
- We will not administer aspirin-containing medicine to a child under the age of 16 unless prescribed by a Doctor.
- If medication requires refrigerated storage, a feasibility/risk assessment will be required before acceptance.
- Parents/carers must inform the school in writing should the instructions on this form change.
- Parents/carers are responsible for collecting medication at the end of each academic year or when it is no longer required. Medication will not be sent home with a student.
- Parents/carers are responsible for disposing of medication safely via a pharmacy when it is no longer required or when the date of use has expired.

Parent/Carer Name: _____ Date: _____

Parent/Carer Signature: _____

Please return this form to the School Reception.

Copy passed to Head of Year: Initials: _____ Date: _____

Form reviewed: 31/07/19



Medication Control Log (not paracetamol)

Date	Student Name & Form	Medication	Dosage	Time	Student Signature	Staff Signature

Form reviewed 31/7/19
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Paracetamol Control Log

Date	Student Name & Form	Verbal Consent Given By	At Time	Dosage Given	At Time	Student Signature	Staff Signature

Form reviewed 31/7/19.

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