

ADMINISTRATION OF MEDICINES POLICY

DOCUMENT CONTROL

Owner:	Head
Creation Date	April 2023
Last Review	June 2026
Review Date	June 2027

1 POLICY STATEMENT

- 1.1 This policy applies to all at London Park School Clapham.
- 1.2 This policy is addressed to all staff and covers the administration by staff of medication to in the care of the School. This policy should be read in conjunction with the First Aid Policy.

2 AIMS

- 2.1 The School's aim is to implement and maintain an effective management system for the administration of medicines to all in our care in order to ensure that the School provides support to individual with medical needs.

3 LIAISING WITH PARENTS

- 3.1 The School promotes ongoing communication with parents in order to ensure that the specific medical needs of all in our care are known and met. Parents must inform the school reception if their child develops a medical condition which will require either prescription or non-prescription medication to be taken at School and of any changes to the medication required.
- 3.2 The School requests that medication is only taken at school if it is essential, that it is where it would be detrimental to the student's health not to administer the medication during the School day. Where possible, medicines should be taken at home, before and after attending school.
- 3.3 The First Aider will not administer any medication to a student without obtaining prior written permission from their parents. This requirement will not prevent a student of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.
- 3.4 Where parents have provided written permission for non-prescription medication to be administered, staff will ensure that parents are informed in writing on each and every occasion that any medication was administered.
- 3.5 Where parents have provided written permission for prescription medication to be administered, the school will administer such medication as required. If, for any reason, medication has not been administered parents will be informed and will be given an explanation.
- 3.6 For controlled substances, a log will be kept of when the substance has been administered. The log will detail the quantity of the medication that has been administered, and will be signed by the person administering the medication and by a second member of staff acting as witness.

4 INDIVIDUAL HEALTH CARE PLANS

- 4.1 Where a student has long-term or complex health needs, the office will, where appropriate, produce an Individual Health Care Plan (**IHCP**) for that student using the appropriate form.
- 4.2 The IHCP will be presented to the Parents for approval prior to its implementation to ensure the School holds accurate information about the medical condition of any student with long-term needs.
- 4.3 Once the IHCP is approved the school's SENDCo and Senior Leadership Team will be responsible for its maintenance and implementation.

5 TRAINING

- 5.1 The School will ensure that there are members of staff who are appropriately trained to manage medicine as part of their duties.
- 5.2 The First Aiders are responsible for the administration of medicine within the School.

6 MEDICAL RECORDS AND CONSENT

- 6.1 Parents are required to complete a General Medicine Consent Form before the student joins the School in which Parents consent to the administration of non-prescription medication.
- 6.2 Parents of students who require medication prescribed by a doctor must discuss this with the SENDCo and complete the Administration of Medication form available from reception (see appendix 1) prior to the administration of the medication.
- 6.3 Staff administering medicines will complete the daily medication log each time a medicine is administered. These records are separate from NHS records and contain the name of the student, the date and details of the administration of medication, the reason for administration if not prescribed and the record will be signed by the administering member of staff.
- 6.4 Written records of all medication administered to every student are retained by the SLT and relevant records can be provided, subject always to the law on data protection, to parents on request. These records are regularly reviewed by the office.

7 PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

- 7.1 As a general rule, staff will not administer any medication that has not been prescribed for that student by a doctor, dentist, nurse or pharmacist.

- 7.2 Staff may only administer non-prescription medication such as pain and fever relief if the Parents have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so. Parents will be asked to confirm that the student has not suffered an adverse reaction to the medication in the past.
- 7.3 No student shall be given medicine containing aspirin unless prescribed for that particular student by a doctor.

8 ADMINISTRATION OF MEDICATION

- 8.1 All medicines supplied to the School by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration, unless agreed otherwise by the school and appropriate checks have taken place. Staff administering medication will check the student's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time/frequency of administration, any side effects and the written instructions on the container before providing the medicine to the student.
- 8.2 If Staff are in any doubt over the procedure to be followed, the parents will be contacted before action is taken.
- 8.3 If a student refuses their medication, the Staff will record this and contact the parents as soon as possible.

9 STORAGE OF MEDICATION

- 9.1 Medicines are always securely stored in accordance with individual product instructions.
- 9.2 The School will carry out a risk assessment to consider any risks to the health and safety of the School community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.
- 9.3 All medicines shall be stored in the original container in which they were dispensed- unless otherwise agreed - together with the prescriber's instructions for administration.
- 9.4 Emergency medication such as reliever inhalers and adrenaline pens will be kept in reception. In the case of medication, which is not required in an emergency, the student will be told where their medication is stored and who holds the key/code.
- 9.5 Students who do not carry and administer their own medication understand which members of staff will administer their medication.
- 9.6 If a student is prescribed a controlled drug, it will be kept in safe custody in a locked container in a locked cupboard inaccessible to students.

- 9.7 Parents should collect all medicines belonging to their student at the end of each term and are responsible for ensuring that any date-expired medication is collected from the School. If medication is not collected despite reminders, it will be destroyed.

10 SELF-MEDICATION

- 10.1 A student will be permitted to store and carry their own medication if in the opinion of the office, they are sufficiently competent to do so, and the parent has consented. The office will consider the safety of other children and medical advice from the prescriber in respect of the student in reaching this decision. Requests for a student to carry medication should be submitted in writing to the School reception.

11 EMERGENCY PROCEDURES

- 11.1 In the event of an emergency related to the administration of medicine, the First Aider should be called as soon as possible, if not already present. The Child Emergency Action Plan should be followed. If the office does not consider that they are able to deal with the presenting condition, then they should continue any first aid or medical procedures being provided whilst another person summons emergency medical care. This does not however affect the ability of any person to contact the emergency services in the event of a medical emergency. Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with the ambulance services on the School site.

12 OFF-SITE VISITS AND SPORTING EVENTS

- 12.1 Pupils attending an off-site visit or sporting event will be accompanied by a member of staff who has received appropriate training to administer the medication in accordance with this Policy.
- 12.2 All pupils requiring preventative medicine (particularly for sport), if sufficiently competent to self-medicate, are responsible for carrying their medication with them. If not sufficiently competent, a member of staff shall carry the medication, individually labelled.
- 12.3 Secure storage for medicines will be available at all short-term accommodation used by the School.

13 Review

- 13.1 This Policy and its procedures will be reviewed and updated by the Head on an annual basis.

Appendix 1: ADMINISTERING MEDICATION CONSENT FORM

Please refer to whole school Administration of Medicines Policy.

London Park School Clapham will not be able to administer medicine unless you complete and sign this form.

Personal Details:

Student name (please print) _____

Date of Birth: _____ Year and Form: _____

Medication:

Name of medication: _____

Expiry Date of medication: _____

Amount to be given: _____

Route of
Administration: _____

Dates/Times to be given: _____

Any other information you think is relevant:

The above information is, to my best knowledge, accurate at the time of writing and I give consent to London Park School Clapham Staff administering medicine in accordance with the school's policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if medicine is stopped.

Parent/Guardian signature: _____

Print name: _____

To be completed by reception only – In case non-prescribed medication was administered;

*How did we seek the parent's permission? Via Email or phone
Call: _____*

Who sought permission? _____

Name of person that witnessed the phone call: _____

What time was the approval received: _____

Please turn this page for Medication Administration Record

Name of Student: _____

Date of Birth: _____

Year: _____

Date of Administration	Time of Administration	Medication Administered	Dose Administered	Route of Administration e.g. orally	Any Reaction	Signature of Staff & Print name	Witness Signature & Print name (controlled substances only)