

FRONT STREET COMMUNITY PRIMARY SCHOOL



ADMINISTRATION OF MEDICINE September 2024



These guidelines should be read in conjunction with: DfES *Good Practice Guidelines*, LEA Health and Safety Policy/*Guidelines*, School Policies/*Guidelines/Procedures on: Health and Safety, First Aid, Educational Visits and Special Educational Needs*

Introduction

This guidance has been written to ensure effective management systems are put in place to support individual pupils with medical needs. Most pupils will, at some time in their school lives, have a medical condition, which may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medication. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such children are regarded as having medical needs. At Front Street Community Primary School we recognise the importance of taking extra care in supervising some activities to make sure that these pupils, and others, are not put at risk. Parents or carers have prime responsibility for providing school with information regarding their child's medical condition. The school works closely with parents and specialist members of the health service to ensure pupil's medical needs are met.

Inclusion

- At Front Street Community Primary School, we are committed to providing an inclusive school where all children have the opportunity to maximise their potential.
- Staff should respond appropriately to children's diverse needs and be aware of the needs of children with differing: genders, special educational needs, disabilities and cultural ethnic and social backgrounds.
- Teachers are aware of the need to overcome potential barriers to learning and the importance of behaviour management as an aspect of this.
- We are committed to the principle of equality of opportunity and this will be reflected in the conduct of staff and pupils and how medication is managed within the school.

Roles and responsibilities

Parents and Carers

Parents/Carers are responsible for making sure that their child is well enough to attend school. Parents/Carers must provide the Head Teacher with sufficient information about their child's medical condition and any special care which may be needed at school. They should, jointly with the Head Teacher, reach agreement on the school's role in helping with their child's medical needs. A medical admission form should always be completed and followed up by a medical care plan where this is necessary.

Local Authority (LA)

The LA is responsible, under the Health and Safety at Work Act 1974, for ensuring schools have health and safety policies which include procedures for supporting pupils with medical needs, including managing medication and first aid. The LA recognizes that staff are not contracted to undertake the administration of medicines, but staff may volunteer to do so after having appropriate training.

The Governing Body

Governors determine, support and review school policies. They support the aims of the policy by making resources available wherever possible. Governors receive termly reports, which they use for monitoring purposes. The Governing Body delegates the responsibility for implementing policies and guidelines to the Head Teacher.

The Head Teacher

The Head Teacher is responsible for implementing policy and guidelines and for ensuring all reasonable steps are taken to safeguard the health and safety of all pupils. The Head Teacher ensures all parents are aware of the school's policy and procedures for dealing with medical needs. The school's policy clearly shows parents should keep children at home when they are acutely unwell. The Head Teacher ensures that appropriate staff training is available to those staff that volunteer to give pupils help with their medical needs. Day to day decisions about the administration of medication will be made by the Head Teacher. The Head Teacher will liaise with external agencies e.g. school nurse, GP and LA should there be concern as to whether the school can meet a child's medical needs.

Teachers and Other School Staff

Teachers' conditions of employment do not include giving medication or supervising a pupil taking it. Staff may volunteer to administer prescribed medication and the Head Teacher will organise appropriate training for staff. The school recognises that the administration of medication is not a normal occupational duty of staff and therefore nominated members of staff are responsible for the administration of long-term medication. All staff must act as a "reasonable parent" in the case of extreme emergency. The legal position of a member of staff inadvertently administering an incorrect medication is that, provided appropriate training has been received and guidelines have been followed, he/she is automatically indemnified for insurance purposes.

School Policy

At Front Street Community Primary School employees are not legally required to administer medicine or supervise a child taking it. The prime responsibility for a pupil's health rests with the parents; (*The term 'parents' in this policy includes guardians and carers*) they are responsible for making sure their children are well enough to attend school. It is generally accepted that school staff may support pupils with administration of prescribed medication or support a medical need whilst acting *in loco parentis*. However, this does not imply a duty upon school staff. Each request to support a pupil with a medical need will be considered on an individual basis. Parents should liaise with the head teacher to reach an agreement on the school's role in supporting their child's medical needs.

No medication will be administered without prior written permission from the parents

Children should remain at home when they are acutely unwell. Medicines will only be administered when it would be detrimental to a child's health if the medicine is not administered during the school day.

Under no circumstances will aspirin, or other preparations containing aspirin, be given to children under the age of 16.

Procedures to be followed

- Parents must complete and sign form *Parent Permission and Medication Record Individual Pupil* (Appendix 3) giving the dose, method of administration, the time and frequency of administration, other treatment, and any special requirements.

- All essential medication should be brought to school by the parent.
- It should be delivered personally to the Office Reception or to the head teacher.
- All medication taken in school must be as originally dispensed.
- No medication will be administered without prior written permission from the parents;
- Only in exceptional cases will employees administer non-prescribed medicine to a child and only when there is specific written consent from the parent.
- Where appropriated information instruction and training will be provided by health professionals for employees who volunteer or staff who are supporting pupils with medical needs.
- Where practicable the school will ensure that alternative arrangements are in place for those occasions when employees who provide support for pupils with medical needs are absent or unavailable
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision.
- A record will be completed each time medication is given or medical procedure is carried out.

Responsibility of Parents

Parents must provide the head teacher or office staff with detailed information about their child's medical condition, whether this is **before** the child starts school or if a **condition develops** whilst the child is attending school. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. All medication must be delivered to the head teacher or Office Reception staff by a parent in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- Pupil's name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements
- Expiry date.

The school will not accept medication that has been removed from the original container.

Parents should:-

- request the prescriber where clinically appropriate, to prescribe in dose frequencies which enable the medicine to be taken outside school hours.
- provide the head teacher with comprehensive information regarding their child's condition or medical need and about the medication or support their child needs whilst in school,
- inform the school in writing of any changes to the prescription, the administration regime or the support required. This should be provided in conjunction with the GP or other medical professional as appropriate.
- for pupils on long-term medication the request form should be renewed following any changes or in any event at the beginning of each new school year.
- collect and dispose of any unused or expired medicine at the end of each term.
- ensure that medicines have not passed the expiry date.
- where appropriate provide written permission for their child to self-administer medicine.
- It is the parent's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within expiry date.

Refusal of medication or medical procedure

If a child refuses to take their medication, staff will not force them to do so. Parents will be informed as soon as possible. Refusal to take medication will be recorded and dated on the child's record.

In the event of a pupil refusing to take long term medication the school informs the child's parents immediately. Should refusal to take medication prove life threatening and parents cannot be contacted, the emergency services will be called.

Health Care Plan

Where appropriate, a personal Health Care Plan (HCP) will be drawn up in consultation with the school, parents and health professionals. The HCP will outline the child's needs and the level of support required in school. (APPENDIX 2)

Short Term Medical Needs

The school does not administer non-prescription medication e.g. cough medicines, analgesics e.g. paracetamol, aspirin. The school will administer medicines such as antibiotics, ear/eye drops, lotions if the medicine is clearly prescribed to a child and the parent fills in the appropriate Administration of Medication in Educational Establishment form.

Long Term Medical Needs

- 1] Nominated members of staff administer medication to pupils with long term needs following the preparation of a Health Care Plan (See Appendix 2). The main purpose of an individual Health Care Plan is to identify the level of support needed at school.
- 2] An individual Health Care Plan will be drawn up in consultation with the following if applicable:
 - Head Teacher
 - SENCO
 - Parent or Carer
 - Child
 - Class Teacher
 - Carer or Support Staff
 - School Staff who have agreed to administer medication or be trained in emergency procedures
 - Health Service e.g. GP, School Nurse (if applicable)
- 3] An individual Health Care Plan will include details of:
 - a pupil's medical condition
 - special requirement e.g. dietary needs, pre-activity precautions
 - medication and any side effects
 - what to do and who to contact in an emergency
 - the role the school can play in supporting the child
- 4] **The Head Teacher is responsible for co-ordinating and disseminating information on an individual pupil with medical needs. All staff, including supply staff, will be made aware of how an emergency should be coped with.**
- 5] If a child's medical condition affects access to any aspect of the National Curriculum the child will also be monitored within the Special Educational Needs Register.

6] The Head Teacher will organise any staff training needs which may arise from the preparation of a Health Care Plan.

7] The Head Teacher and staff treat all medical information confidentially and all details will only be forwarded to other professionals following consultation with parents.

Self Management

The school actively encourages children to manage their own long-term medication from a very early age. However, in the interests of the safety of all children, pupils do not carry medication around school unless this is a requirement stated within their care plan.

Record Keeping

Parents are responsible for providing information to the school regarding their child's long-term medication. They should complete a Health Care Plan with the class teacher and SENCO where necessary. Parents are required to complete an agreement form before an agreement to administer medication can be reached.

School Visits

Children with medical needs will be encouraged to participate in school trips. Reasonable adjustments will be considered to ensure the inclusion of all children. Sometimes it may be necessary to include medical needs in a risk assessment or to take additional safety measures, particularly for outdoor visits or activities.

Staff on school trips should be made fully aware of the medical needs of children, the procedures for administration of medication and the relevant emergency procedures. Staff, who remain concerned about whether they can ensure the child's safety or the safety of others on the trip, should seek medical advice from the School Health Service.

Please also refer to the 'Educational Visits Policy'

Sporting Activities

In line with our Inclusion Policy, the school will facilitate the participation of children with medical conditions in the P.E. curriculum or out of school sports clubs, wherever appropriate. Some children may need to take precautionary measures before or during exercise and may need to have immediate access to their medication. Staff supervising sporting activities should be aware of medical conditions, medication requirements and emergency procedures. Any restrictions should be appropriately recorded in a child's Individual Healthcare Plan.

SAFETY MANAGEMENT

Storing Medication

Medications, which need to be stored at specific temperatures, may be stored in a special box in the fridge in the Reception Office. Containers should be clearly labeled with:

- the name of the pupil
- the name and dose of the medication
- frequency of administration

Disposal of Medicines

Parents collect medicines held at school at the end of each term. School staff **do not** dispose of unused/out of date medication.

Hygiene/Infection Control

All staff should be aware of basic hygiene precautions for avoiding infection, such as washing and drying hands before and after the administration of medication. Staff administering medication will have access to protective, disposable gloves (available in first aid kits) and should take extra care when dealing with spillages of blood or other bodily fluids and when disposing of dressings or equipment. Where needles are used, a Sharps container and adequate arrangements for collection and incineration should be in place.

Emergency Procedures

In the event of an emergency, a first aider will make the decision to call for an ambulance.

Training

If the Individual Healthcare Plan reveals a need for staff to have additional information about a medical condition or a training need in administering particular medications or emergency procedures, the school will arrange for training in conjunction with Health Authority staff. Training record - APPENDIX 4

DEALING WITH MEDICINES SAFELY:

A child should never, under any circumstances be given medication that has been prescribed for another child. **This would be an illegal act.** Medicines may be harmful to anyone for whom they are not prescribed. Where schools agree to administer any medicine, the employer has a duty to ensure the risks to the health of others are properly controlled. This duty is set out in the Control of Substances hazardous to Health Regulations (COSHH) 2002.

MANAGEMENT OF THE COMMON CONCERNS ASTHMA, EPILEPSY, DIABETES AND ANAPHYLAXIS

ASTHMA

Asthma inhalers must be readily available to younger children, who do not carry their own, and therefore not locked away. These must be brought to school in the **original box** with the inhaler inside. Older children must carry their own inhalers and this should be stated clearly on their Individual Healthcare Plan or asthma card. A spare should be stored in a class cupboard, away from the other children. Asthma inhalers must always be kept in date and checked regularly. It is the parent's responsibility to ensure this is the case.

EYFS /Key Stage 1

- 1] Inhalers are stored centrally in classrooms and children take their medication under the supervision of a member of staff.
- 2] Supervisory assistants are aware of those children with asthma and ensure they have immediate access to their reliever inhalers when they need.
- 3] All inhalers are clearly marked with a child's name and they are always readily accessible to children during sports activities.

Key Stage 2

- 1] Key Stage 2 children store inhalers in their classrooms or carry them with them if moving around the building and use them when necessary.
- 2] Inhalers are clearly marked with a child's name and staff are aware of those children who are asthmatic.

All Key Stages

- 1] Parents should provide school with a spare inhaler.
- 2] Parents of asthmatic children are asked to complete a Health Care Plan/asthma card detailing the severity of a pupil's asthma and any particular triggers, e.g. exercise, cold air, pollen. Asthma cards are to be kept in school.

Physical Education

The school maintains a register of asthmatic children and ensures all staff running out of school clubs are aware of the asthmatic needs of the children in their care.

WHAT TO DO IF A CHILD HAS A SEVERE ASTHMA ATTACK AT SCHOOL

- 1] Ensure the child takes their reliever medication - this is usually **blue**.
- 2] **KEEP CALM AND CONTINUALLY REASSURE THE CHILD.**
Severe attacks can appear frightening - stay calm - the child has probably had attacks before.
ENCOURAGE THE CHILD TO BREATHE SLOWLY AND DEEPLY. DO NOT PUT YOUR ARMS AROUND THE CHILD AS THIS MAY RESTRICT BREATHING.
- 3] Keep the child sitting upright.
DO NOT ALLOW THE CHILD TO LIE DOWN.
Keep the room well ventilated and loosen any restrictive clothing.
- 4] Try to contact parents.
CALL AN AMBULANCE URGENTLY IF:
 - the medication has had no effect after 10 minutes.
 - the child is distressed or unable to talk.
 - the child is becoming exhausted.
 - you are uncertain about the severity of the attack.

EPILEPSY

Medication and Control

- 1] Parents of children with epilepsy are asked to complete a Health Care Plan which gives details of the nature of the epilepsy e.g. partial seizures, tonic clonic seizures, triggers e.g. flashing lights, tiredness and management of condition.
- 2] Pupils with epilepsy are included in all school activities wherever possible. The school recognises that additional supervision may be needed, particularly during off-site activities.
- 3] Specialised training will be provided for staff who volunteer to administer medication
- 4] If a child has a seizure in school these guidelines should be followed:
 - do not move the pupil but place something soft beneath the head.
 - do not restrain the pupil and do not attempt to put anything in the mouth.
 - once the convulsion has stopped, turn the pupil on his/her side and put him/her in the recovery position.
 - stay with the pupil until he/she recovers and re-orientates.
 - **CALL AN AMBULANCE IF YOU ARE CONCERNED ABOUT THE LENGTH OR SEVERITY OF A SEIZURE.**

DIABETES

- 1] The school supports the view that children with diabetes are able to manage their own medication from a very early age. The school will provide a suitable place for pupils to administer medication and monitor their condition.
- 2] The school recognises that special arrangements may need to be made to ensure a pupil with diabetes can eat regularly throughout the day.
- 3] The Head Teacher will ensure staff, particularly those leading physical education, are aware of the needs of children with diabetes e.g. glucose tablets, sugary drinks.
- 4] Health Care Plans will include details of:
 - symptoms associated with hypoglycaemic reaction (hypo) e.g. hunger, sweating, pallor, drowsiness, glazed eyes.
 - methods of dealing with 'hypo' including glucose rich gel, chocolate bar, biscuits and milk.
 - guidelines for calling for help from emergency services.
 - how to recognise signs that the condition is not under control e.g. weight loss, thirst, need to visit the toilet frequently.

ANAPHYLAXIS

The school recognises that anaphylaxis is an extreme allergic reaction requiring urgent medical treatment. Staff are aware that pupils may have allergic reactions to many things, the most common being nuts, fish, dairy products, wasp and bee stings, pollen and animal hairs. In some cases the allergic reaction can be life-threatening. Epi-pens must be brought to school in the **original box** and be kept where they can be accessed immediately. They must be loaded with the appropriate amount of adrenaline at all times. An emergency ambulance must be called as soon as a serious allergic reaction (requiring an epi-pen) is recognised, however the epi-pen **MUST** be administered as early as possible. Epi-pens must always be kept in date and checked regularly. It is the parent's responsibility to ensure this is the case.

ALLERGIES

Information relating to allergies will be held by the office and will also be shared with school staff (including the kitchen). Children will wear a blue band to indicate they have a specific food allergy to reduce any contamination/contact with allergens.

Medication and Control

- 1] Parents hold responsibility for informing school of any allergies their child may have.
- 2] Health Care Plans will include details of:
 - symptoms and signs of a child's allergic reaction e.g. swelling of face, throat, tongue and lips, difficulty in swallowing, wheezing or difficulties in breathing, collapse or unconsciousness.
 - procedures for administering medication including anti-allergen tablets, epipen.
 - procedures to enable swift action in an emergency.
 - each pupil's symptoms and allergies will vary and will need to be discussed when drawing up a Health Care Plan.
- 3] The Head Teacher will organise training for those staff who volunteer to administer treatment including the use of an epipen.
- 4] The school consults with all parents before giving children opportunities to prepare or taste food in school, particularly in Science and Food Technology lessons.

Access to Medication

Staff responsible for administering medicine (other than asthma and epi-pens) must ensure that the medication is only accessible to the child for whom it is prescribed.

In the event of an emergency, medical staff should be notified immediately.

THE MEDICAL REGISTER

Children's medical conditions are stored electronically on Arbour. It is the responsibility of the admin staff to provide class teachers, teaching assistants, lunchtime supervisory staff, extra-curricular club facilitators etc with the details of children with medical conditions. A child is noted as having a medical condition which may affect his or her access to the National Curriculum e.g. hearing impairment, asthma, severe eczema. The child's condition(s) is recorded in the Medical Register and he or she may also be included in the Special Educational Needs Register. In some cases a child may have a medical condition which is life-threatening e.g. severe asthma, anaphylaxis, epilepsy, heart defect. The child's condition(s) is recorded in the Medical Register and he or she may also be included in the Special Educational Needs Register.

Admissions

Parents are asked to give details of medical conditions when children are admitted into Front Street Community Primary School. The Head Teacher holds responsibility for making a decision on whether a Health Care Plan is needed. The Head Teacher, in consultation with the Governing Body, will take advice from external agencies including the LA before a child with a life threatening condition is admitted. This is particularly relevant in the case of a child who may need invasive medical treatment.

Monitoring and Evaluation

This policy and guidelines is subject to regular evaluation through annual review

Updated: September 2023

APPENDIX 1

Dear Parent / Carer,

Following advice and guidelines from the Local Authority and central government regarding managing medication in schools, we have reviewed and updated our Managing Medication in School Policy. The whole document is available to view at school or on the school website should you wish to read it, however, we have highlighted in this letter the areas which may have changed and therefore you must be made aware of.

- School will only accept and administer medicines that have been prescribed by a doctor.
- **No child under 16 should ever be given aspirin or ibuprofen unless prescribed by a doctor.**
- Medication should always be provided in the **original container** as dispensed by a pharmacist and include the prescribed instructions for administration. They must not be repacked into another container.
- **There is no legal or contractual duty on school staff to administer medicines.** However, there are certain staff members who will undertake this role. Any parent wishing to have medicine administered at school should discuss this with the Headteacher (and in her absence, the Deputy Head) and complete the appropriate forms at the School Reception Office.
- Where medication is prescribed, parents should request that where clinically appropriate, it is taken outside school hours (e.g. three times a day: before school, tea time, bedtime).
- Where medication needs to be taken during school hours, parents/carers must ask school to administer medication in writing (a phone call, verbal message is no longer acceptable).
- Parents/Carers should bring medication into school themselves and complete the 'Parental Agreement for School to Administer Medicine' form - available from the School Reception Office (Appendix 3)
- The first dose of any medication should be administered by the parent and not the school.

- School will record every occasion the prescribed medication has been administered on the 'Record of Medicine Administered to an Individual Child' form, which will also be signed initially by the parent.
- All prescription medicines will be held in a safe central place and pupils **MUST NOT** carry medicine around school.
- If a parent feels that their child needs to take a non-prescribed medicine regularly in school (such as paracetamol) then this should be referred to the child's GP.
- Lozengers and sprays (for throat conditions, coughs, colds or allergies) **must be prescribed** if they are to be used in school.
- Parents/Carers should **not** give their children medication for them to self-administer at school, as tablets could be dropped or stolen (inhalers, however must be carried by children who are old enough to look after them and this should be stated in their Individual Healthcare Plan).

.....

Managing Medication in Schools

I have received the managing medicines procedures letter.

Child's Name: _____

Parent / Carer Signature: _____ Date _____

APPENDIX 2

Date form completed

Date for review

Copies held by



Healthcare Plan

For pupils with medical conditions at school

1. Pupil's information

Name of school

Name of pupil

Class/form

Date of birth male female

Member of staff responsible for home-school communication

2. Contact information

Pupil's address

..... Postcode

Family contact 1

Name

Phone (day) Mobile

Phone (evening) Relationship with child

Family contact 2

Name

Phone (day) Mobile

Phone (evening) Relationship with child

GP - Name Phone

Specialist contact - Name Phone

Medical condition information

3. Details of pupil's medical conditions

Signs and symptoms of this pupil's condition:

.....
.....

Triggers or things that make this pupil's condition(s) worse:

.....
.....

4. Routine healthcare requirements

(for example, dietary, therapy, nursing needs or before physical activity)

During school hours:

.....

.....
Outside school hours:

.....
5. What to do in an emergency

.....
6. Regular medication taken during school hours

Medication 1

Name/type of medication
(as described on the container):

.....
.....
.....

Doses and method of administration
(the amount taken and how the medication
Is taken, eg tablets, inhaler, injection)

.....
.....

When it is taken (time of day)?

.....

Medication 2

Name/type of medication
(as described on the container):

.....
.....
.....

Doses and method of administration
(the amount taken and how the medication
is taken, eg tablets, inhaler, injection)

.....
.....

.....

Are there any side effects that could affect this pupil at school?

.....
.....
.....

Are there any side effects that could affect this pupil at school?

.....
.....
.....

Are there any contraindications (signs when this medication should not be given)?

.....
.....

Are there any contraindications (signs when this medication should not be given)?

.....
.....

Self-administration: can the pupil Administer the medication themselves?

yes no yes, with supervision by: Staff member's name.....

Self-administration: can the pupil Administer the medication themselves?

yes no yes, with supervision by: Staff member's name.....

Medication expiry date

Medication expiry date

**7. Emergency medication
(please complete even if it is the same as regular medication)**

Name/type of medication (as described on the container):

.....
.....
.....

Describe what signs or symptoms indicate an emergency for this pupil.

.....
.....

Dose and method of administration (how the medication is taken and the amount)

.....

Are there any contraindications (signs when medication should not be given)?

.....

.....

Are there any side effects that the school needs to know about?

.....

.....

Self-administration: can the pupil administer the medication themselves?

yes no yes, with supervision by:

Staff member's name

Is there any other follow-up care necessary?

.....

Who should be notified?

Parents Specialist GP

8. Regular medication taken outside of school hours

(for background information and to inform planning for residential trips)

Name/type of medication (as described on the container):

.....

.....

.....

Are there any side effects that the school needs to know about?

.....
.....
.....

9. Members of staff trained to administer medications for this pupil

Regular medication

Emergency medication

10. Specialist education arrangements required (eg activities to be avoided, special education needs)

.....
11. Any specialist arrangements required for off-site activities

(please note the school will send parents a separate form prior to each residential visit/off-site activity)

12. Any other information relating to the pupil's healthcare in school?

.....

Parental and pupil agreement	
I agree that the medical information contained in this plan may be shared with individuals involved with my/my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.	
Signed:	Date:
Pupil	
Print name:	Date:
Signed:	Date:
Parent (if pupil is below the age of 16)	
Print name:	

Healthcare professional agreement
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I agree that the information is accurate and up to date.

Signed: Date:

Print name: Job title:.....

Permission for emergency medication

I agree that I/my child can be administered my/their medication by a member of staff in an emergency.

I agree that my child **cannot** keep their medication with them and the school will make the necessary medication storage arrangements

I agree that I/my child **can** keep my/their medication with me/them for use when necessary

Name of medication carried by pupil:

Signed: Date:

Parent/guardian (or pupil if above age of legal capacity)

Head teacher agreement

It is agreed that (name of child)

will receive the above listed medication at the above listed time (see part 6).

will receive the above listed medication in an emergency (see part 7).

This arrangement will continue until

(either end date of course of medication or until instructed by the pupil's parents).

Parent Permission and Medication Record: Individual pupil



Pupil information

Name of school

Date medication provided by parent

Full name of pupil

Name of medication

.....

.....

Date of birth.....

Dose and method (how much and when taken)

Class/Year group.....

.....

Condition/illness

When is it taken (time of day)

.....

.....

Is your child able to self administer

Quantity received

Any other information.....

.....

Expiry date

Date and quantity of medication returned to parent

Employee name.....

Employee signature.....

Contact Information	(for use in an emergency)
Name:	
Telephone/mobile Number:	Relationship to Child:

Consent

I confirm that I will comply with the Schools *Administration of Medication Policy* and I give my consent for medication to be administered by a member of the school staff (or self administered if applicable) in the circumstances described above.

Signed Date
(Parent)

Please print name

Date

Time Given

Dose given

Member of staff

Staff Initials

Date

Time Given

Dose given

Member of staff

Staff Initials

Date

Time Given

Dose given

Member of staff

Staff Initials

Date

Time Given

Dose given
 Member of staff
 Staff Initials
Date
 Time Given
 Dose given
 Member of staff
 Staff Initials

APPENDIX 4

**Staff training record:
 administration of
 medication**



Individual's information

Name of school Training provided by

Type of training received.....

Trainer job title and profession

Date of training completed

I confirm that the following people have received the training detailed above:

- | | |
|-----------------------------------|---------|
| Name of people attending training | 1. |
| 2. | 3. |
| 4. | 5. |
| 6. | 7. |
| 8. | 9. |

I confirm that the people listed above have received this training.

Head teacher signature Date

Suggested date for update training

I confirm that the people listed above have received this training.

Head teacher signature Date

Suggested date for update training