



Review period	Annually		
Document Owner	Jo Bruce		
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## Administration of Medicines Policy

There is no legal duty that requires staff to administer medication, this is a voluntary role. However, Bridge School Malvern is committed to ensuring that children with medical needs have the same right of access as other children.

### The Role of Parents/Carers

Parents/carers should, wherever possible, administer or supervise the self-administration of medication to their children. This may be by spacing the doses so that they are not required within school hours. However, this might not be practicable and in such a case parents/carers may make a request for medication to be administered to the child at school.

**As part of the Admission process all parents/carers are required to complete the Medical Information Form (Appendix 1). This permission is updated annually through the Teachers2Parents system. However, parents/carers must notify the school immediately of any changes to their child's medical condition, regular medication or dosage.**

Parents/carers who do not transport their child to school are responsible for making suitable arrangements for the medication to be delivered safely. The lead first aiders (Hanley: Jo Bruce [jobruce@bridgeschoolmalvern.org](mailto:jobruce@bridgeschoolmalvern.org) BBC: Vicky Gundersen [vickygundersen@bridgeschoolmalvern.org](mailto:vickygundersen@bridgeschoolmalvern.org)) should be informed by email, before 9am on the morning medication is required to be administered. The pastoral coordinator Clare Stanton [clarestanton@bridgeschoolmalvern.org](mailto:clarestanton@bridgeschoolmalvern.org) should be copied into this email.

The medicine must be provided in its original container, with the dosage information on it (in the case of tablets, they must be in their blister pack; the school will not administer loose tablets). The parent's instructions will be checked against the dosage information, and this will not be exceeded. Medication must be within date. Medication should be handed into the school office.

A list of all staff trained in the administration of medicine will be maintained by the school's Administrator.

## **Prescription Medication**

Prescription medicines should be administered at home wherever possible, for example medicines that need to be taken three times a day can usually be taken before school, after school and at bedtime. Parents are encouraged to ask their GP whether this is possible. Prescription medicines will only be administered by the school where it would be detrimental to a child's health if it were not done.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The exception to this is insulin which must still be in date, but will generally be available to store inside an insulin pen or a pump, rather than in its original container. The Bridge will not accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

Staff will record the details of any medication taken on the Administration of Medication Record form (Appendix 2).

Appropriate training will be required for the administration of any specialist medication (e.g. adrenaline via an epipen, Buccal midazolam, insulin etc.) Staff are not to administer such medicines until they have been trained to do so. For pupils that have allergies parents/carers will provide a copy of the Allergy Action Plan or the Allergy Action Plan + Epi-pen. This information will be stored on file and easily accessible in the office alongside the Medical Alert List. All medicines (asthma inhalers, epi-pens etc.) are to be clearly labelled with the child's name.

## **Controlled Drugs**

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore it is imperative that controlled drugs are strictly managed between the Bridge and parents. The Bridge will check the government's guidance on the most commonly encountered drugs controlled under the misuse of drugs legislation, at:

<https://www.gov.uk/government/publications/controlled-drugs-list--2/list-of-most-commonly-encountered-drugs-currently-controlled-under-the-misuse-of-drugs-legislation>

Controlled drugs will be stored in a lockable cash box and only specific named staff allowed access to it (Hanley: Jo Bruce & Sally Helder; BBC: Vicky Gundersen). Each time the drug is administered it must be recorded, including if the child refused to take it.

Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

As with all medicines any unused medication will be recorded as being returned back to the parent when no longer required. If this is not possible it will be returned to the dispensing pharmacist, or the nearest pharmacy. It should not be thrown away.

## **Non Prescription Medication**

Where possible, the school will avoid administering non-prescription medicine. This may be to apply a lotion or to administer paracetamol for toothache or other pain. However, such medicines will only be administered in school where it would be detrimental to a child's health if it were not given. A child under 16 will not be given medicine containing aspirin, unless prescribed by a doctor.

When a child requires immediate non-prescription medication during the school day the parent/carer will be contacted by telephone for verbal permission or through the Teachers2Parents system .

The same procedure will be followed as for prescription medication.

### **Refusing medication**

If a child refuses to take medication, staff will not force them to do so but note this in the records and inform parents of the refusal. If the refusal leads to a medical emergency, the Bridge will call the emergency services and inform the parents.

### **Offsite visits**

It is good practice for schools to encourage pupils with medical needs to participate in off site visits. All staff supervising visits must be aware of any medical needs and relevant emergency procedures. Where necessary, individual risk assessments will be completed. A member of staff who is trained to administer any specific medication will accompany the pupil and ensure that the appropriate medication is taken on the visit. Inhalers must be taken for all children who suffer from asthma.

In the case of travel sickness, tablets should be provided by the parent/carer. The child's name, dosage, time of dose and any possible side effects must all be clearly marked on the container, which must be the original packaging.

### **Disposal of medicines**

Medications that are kept in school will be checked termly to ensure that they have not exceeded their expiry date. Parents/carers will be notified of any that need to be replaced. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.

# Appendix 1

## Medical Information Form

Young Person's name	
Medical diagnosis or condition	

### GP Surgery

GP's Name	
Surgery address	
Telephone	

### Hospital/Clinic

Name of professional	
Address	
Telephone	
Email	

Does the young person have any dietary requirements? if yes please give details	
Does the young person have any allergies such as food or hay fever? If yes please provide details and complete Allergy Action Plan <a href="https://www.bsaci.org/professional-resources/resources/paediatric-allergy-action-plans/">https://www.bsaci.org/professional-resources/resources/paediatric-allergy-action-plans/</a>	
Does the young person have asthma? Please provide details and provide a new spare inhaler (in named original container) for emergency use before placement commences	

Describe medical needs and give details of the young person's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Describe what constitutes an emergency, and the action to take if this occurs

**Medication**

Please note if the young person needs medical attention during the school day they will be seen by a trained First Aider. Verbal permission will be sought before any emergency non-prescription medication (e.g. paracetamol, antihistamine tablet) is given.

If your young person is prescribed medication for a short term illness (e.g. antibiotics) the medication should be brought into school and handed to the receptionist. The medication should be supplied in the original container with the name and dosage clearly written.

If your young person has been diagnosed with asthma a spare inhaler should be provided.

Does the young person take any prescribed medication <b>regularly</b> ?	<b>Yes/No</b>
Please provide details of medication, dosage amounts and times	
Does medication need to be administered during the school day?	<b>Yes/No</b>
Does the young person have specialist medication for which appropriate staff training will be required (e.g. adrenaline via an EpiPen, Buccal midazolam, insulin etc.)? If yes, please give details. A spare EpiPen <b>MUST</b> be provided before placement commences and an Allergy Action Plan (EpiPen) completed. <a href="https://www.bsaci.org/professional-resources/resources/paediatric-allergy-action-plans/">https://www.bsaci.org/professional-resources/resources/paediatric-allergy-action-plans/</a>	

Is your young person under CAMHS?	<b>Yes/No</b>	Name
Landline/Ext		
Mobile		
Email		
Does your young person have any other therapy, counsellor, mentor?	<b>Yes/No</b>	Name
Landline/Ext		
Mobile		
Email		

Is the young person at risk of harming self? If yes please give details with historical incidents	
Is the young person at risk of harming other students and staff? If yes please give details	
Does the young person have a current individual risk assessment? If yes please attach	
Is the young person currently misusing drugs or alcohol? If yes please give details	
Is the young person receiving support for substance misuse? If yes please give details	

Does the young person smoke or vape?	<b>Yes/No</b>
Does the young person have any phobias? If yes please provide details.	
Please notify us of any other health information.	

- I agree that the medical information contained in this form may be shared with individuals involved with the care and education of \_\_\_\_\_  
*(Young Person's name)*
- I agree to provide new spare equipment e.g inhaler, or non prescription medicine e.g hayfever tablets, in the original packaging to be kept in the school office at all times. I agree that a trained first aider can administer this medication according to the recommended dosage.
- I will be responsible for providing any prescribed medication to the office in the original packaging, clearly showing the patient details and recommended dosage. I agree that a trained first aider can administer this medication according to the recommended dosage.
- I agree to keep the school informed of any changes to the young person's medical condition, report any significant incidents or any changes to their medication.
- I agree to update this form when any changes occur.

**Signed** .....

**Date** .....

**Full Name** .....

*A copy of this information will be kept in the pupil's records and in the office for reference and emergencies. This plan will be reviewed annually as part of the EHCP Annual Review.*

## Appendix 2

### Administration of Medicine Record Form

Sheet No. \_\_\_\_\_

Name of Child \_\_\_\_\_

Academic Year \_\_\_\_\_

Date Administered	Time Administered	Illness/Symptoms	Name of Medication	Dose Taken	Supervised by	Verbal consent given by (name)	Agreed by phone/email