

ASHGATE CROFT SCHOOL

MEDICINES POLICY



Approved by Resources Committee: 6th April 2017

Minute No.: 19.2/17 (R)

Ashgate Croft School has a large number of pupils with complex health needs, some of whom require the administration of medication during the school day.

Medication is administered within school by the School Nurse, or occasionally by class staff when appropriate to do so (*named/trained volunteers only*).

All medicines administered in school are accompanied by a **SIGNED PARENTAL CONSENT FORM** (*Appendix A*). This form should be completed annually or each time there is a variation in dosage, or a change in drug regime. Any previous forms are discarded/destroyed to avoid potential confusion. The administration of medicines is recorded on the pupil's **SCHOOL MEDICINE RECORD** (*Appendix B*). A Health Care Plan may also be appropriate for pupils with complex health needs.

MEDICATION SHOULD BE IN THE ORIGINAL DUPLICATE CONTAINER WITH ORIGINAL PHARMACY LABEL STATING NAME, DATE OF DISPENSING, NAME OF DRUG, DOSAGE AND FREQUENCY, STORAGE INSTRUCTIONS AND EXPIRY DATE; ALL OF WHICH SHOULD CORRESPOND WITH DETAILS ON SIGNED PARENTAL CONSENT FORM.

Medication is stored within a locked cabinet, unless a pupil requires immediate access, in which case a safe alternative will be provided. Any pain relief (eg paracetamol) given can only be administered if it has been prescribed by a doctor (NOT OVER THE COUNTER) and with signed parental consent

It is parent/carer's responsibility to ensure that the above is adhered to; otherwise medication will not be administered.

A form entitled 'Vital Information in Case of Emergency' is also issued for parent/carers to complete/update each September (*or more frequently if appropriate*), as it is vital that we are aware of relevant medical issues even if they do not require any direct intervention. Due to the large number of pupils with complex health needs, effective communication with parents and relevant medical professionals is vital. The School Nurse is on site on a full-time basis and is responsible for the provision and co-ordination of medical input within school. Further details of this is available in our Annual Medical Summary and our "Supporting pupils at school with medical conditions" policy. Staff training in order to meet these needs is provided by Derbyshire Children's Community Nursing Training Team.

We also hold a number of school-based clinics which enables us to meet some of our pupils' medical needs in a relaxed and familiar environment. Both parents and staff are able to contribute information, leading to effective multi-disciplinary working and good communication.

FURTHER INFORMATION REGARDING ADMINISTRATION OF MEDICINES AND MANAGEMENT OF PUPILS WITH COMPLEX HEALTH NEEDS IS AVAILABLE IN DERBYSHIRE COUNTY COUNCIL'S ADMINISTRATION OF MEDICINES IN SCHOOLS POLICY (*APRIL 2013*) AND IS CONTAINED WITHIN THE SCHOOLS HEALTH & SAFETY POLICY.



PARENTAL CONSENT ADMINISTRATION OF MEDICINES IN SCHOOL

To be completed by the Parent/Guardian of any child requesting drugs be administered under the supervision of school staff.

If you need help to complete this form, please contact the School Nurse.

Please complete in **BLOCK LETTERS**

Name of Child:	Date of Birth:
Address:	School:
Doctor's Name:	

PRESCRIBED MEDICINES

The doctor has prescribed (as follows) for my child:

	Name of drug or medicine to be given and any special storage instructions.	When? (e.g. lunchtime, after food, when wheezy, before exercise)	Dosage	Route (e.g. by mouth, by ear, by PEG)
1.				
2.				
3.				
4.				
5.				

