



The Study Prep
WIMBLEDON

ADMINISTRATION OF MEDICINE POLICY

This Policy applies to all pupils including those in Early Years Foundation Stage (EYFS).

Regular school attendance is vital for every child and we have a responsibility to do all we can to maintain each pupil's attendance. Nevertheless, from time to time, a pupil will become ill and may require some time out of school to recover. In general, where a pupil requires medication, she should be kept at home until the course of treatment is complete. There are, however, some exceptions for example:

- Where a pupil has fully recovered but needs to complete a course of medication for a day or so
- Where a pupil suffers from a chronic condition e.g. asthma and may need to use an inhaler or take other medication
- Where equipment such as an inhaler is necessary, we encourage pupils where age appropriate to take personal responsibility for these items as soon as possible.

Instruction and training

Medicines are normally administered by designated members of staff i.e. the Appointed Persons (Sue Kershaw at Wilberforce House and Lindsay Harland at Spencer House) or a member of staff who hold a Paediatric First Aid Certificate. Staff have no legal duty to administer medicines or to supervise a pupil taking it and staff should be particularly cautious agreeing to administer medicines where:

- The timing is crucial to the health of the pupil
- There are potentially serious consequences if medication or treatment is missed
- A degree of technical or medical knowledge is needed

In some instances it will be expedient to request that the parent come into School to administer the medicine.

Record Keeping

Before any medication is administered, the following information should be supplied in writing by the parent:

- Name, form and date of birth of the pupil
- Name of medicine
- Details of prescribed dosage
- Written consent given by the parent/guardian for staff to administer this medicine

This information must be completed and signed by the pupil's parent. Appendix A is the Parental Agreement Form used for administration of medicine. The parental consent will be kept with the Medicine Record Book and then in a central file as a record for future reference. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

No medication, including non-prescription medication, should be administered without written parental approval. (Authorisation by email is sufficient)

A record of each dose of medication (including use of inhalers/epi-pens etc.) will be kept in the Medicine Record Book by Sue Kershaw at Wilberforce House and by Lindsay Harland at Spencer House, (next to the Medicine refrigerators), and will include the following information:

- Name of pupil
- Name of medication
- Date, time and dosage given
- Name and signature of the staff member administering the medicine
- Any side effects of the medication to be administered should be recorded

Staff administering prescribed medication should do so in accordance with the prescriber's instructions.

Safe storage and disposal of medicines

Medicine should be administered from the original containers or by a monitored dosage system such as a blister pack. The School will only accept prescribed medicines that are in-date, labelled and provided in their original container, as dispensed by a pharmacist and include instructions for administration, dosage and storage. When no longer required, medicines are returned to the parent to arrange for safe disposal. Adrenaline Auto-Injectors (AAI's) and asthma inhalers will be checked once a term to ensure they have not passed their expiry date. Parents will be informed if this is the case and the AAI and /or inhaler will be returned to the parent for safe disposal.

All medicines, other than asthma inhalers and AAI's, should be stored in their original container, be properly labelled, and kept in the appropriate lockable refrigerator or cupboard. Asthma inhalers and AAI's are kept in the classroom in a wall mounted cupboard (with a First Aid sign) and

in a similar cupboard in the Medical Room at Spencer House. Any unused medication will be returned to the parent for safe disposal.

Location of Medicine Refrigerators

Spencer House:

Medical Room

Staff member responsible: Lindsay Harland

Wilberforce House:

Medical Room

Staff member responsible: Rachel Butcher

Asthma Inhalers and AAI's

Prescribed asthma inhalers and AAI's should always be available to the relevant pupils and not locked away. All staff and relevant pupils are made aware of the procedure should they need to access this medication.

At Spencer House, AAI's, asthma inhalers and a School Emergency Salbutamol Inhaler are stored in the Medical Room in a wall mounted, clearly marked and unlocked cupboard. This cupboard contains a list of pupils who have been prescribed this medication.

At Wilberforce House, AAI's, inhalers are stored in the pupil's classroom and a School Emergency Salbutamol Inhaler is stored in the Medical Room in a wall mounted, clearly marked and unlocked cupboard. This cupboard contains a list of pupils who have been prescribed this medication.

In addition a list of pupils who have been prescribed this medication is held in staff rooms, kitchens and all classrooms on both sites. The location of the list held in the classrooms is demarcated with a green First Aid sign. This list is kept up to date by Lindsay Harland at Spencer House and Sue Kershaw at Wilberforce who also coordinate the circulation and display of the relevant lists across the respective School sites.

This is in accordance with the School's' Asthma and AAI's Policy.

Accidental failure of agreed procedures

Should a member of staff fail to administer medication as required, the parents concerned must be informed.

Checklist for staff

- Is any specific training needed to administer this medicine?
- Is any protective clothing or equipment required?
- Has the parent completed the consent form and has this been filed?
- Is the staff member fully informed of what they are expected to do?
- Is emergency contact information (including GP) clear?

- What action is necessary in the event of an accident or failure of the agreed procedures?

Pupils with infectious diseases

Pupils with infectious diseases will not be allowed in school until deemed safe by their GP.

**Parental Request to The Study Prep School
to Administer Prescribed Medication**

I request that (*name of child*)

DOB..... Form.....

will receivem/l (dose) of
(*name of medicine*)

every day at (**time**)

This arrangement will continue until (**date**)

I confirm that this dosage is in accordance with prescribed medical advice.

Date: :

Signed: Parent/Guardian
