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**ADMINISTRATION OF MEDICINES PROCEDURES**

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| Approved Date | Sept 2018 |
| Approved At | Governors 24th Sept 2018 |
| Reviewed  | Sept 2021 |
| Amendments | No Change  |
| Date of Next review | Sept 2022 |
| Statutory | YES |
| Adopted from Bracknell Forest | NO. |

**Administering of Medicines**

**at College Town Primary School**

These have been prepared to follow the Bracknell Forest Council Health and Safety Policy: Administering medicines in Schools**:** <http://schools.bracknell-forest.gov.uk/administration-of-medicines-in-schools.pdf>

**Ongoing Medication (e.g. Epipens, Inhalers) – BLUE FORMS**

This relates to any child that needs to retain PRESCRIBED medication in school on an on-going basis for conditions such as Asthma, Epilepsy, Severe Allergies etc.

Parents need to come to the office to complete a **BLUE medication form** which should be completed by the parent and then will be passed to a member of the Leadership team to be signed. The form will then be taken to the class teacher along with the medication to be retained in the medical boxes in the classroom. Any medication administered MUST be logged and signed off by the member of staff who administers the medication in the section provided on the blue form.

Medication received, including Inhalers, MUST be in the original box with the prescription label on it which will include the dosage etc. No medication will be accepted by the office that does not have the prescription label. It is the responsibility of the class teacher to ensure that the medication you hold for a child is in date and has not expired.

The Blue forms MUST be retained and returned to the office either at the end of each school year, when the child leaves or if the medication is no longer required. This documentation then needs to be retained by us until the child is 21 years old so it is essential that it is stored securely in your classroom.

If a parent tries to give you any replacement medication (e.g. new inhaler) please send them to the school office.

**One off medication (e.g. Antibiotics) – ORANGE FORMS**

This relates to short term PRESCRIBED medication that we are asked to administer (e.g. antibiotics).Parents will need to come to the office to complete an **ORANGE medication form** which should be completed by the parent and then signed off by a member of the leadership team. A message will then be sent to the child’s class to advise of the medication and when it needs to be taken. The office will have a locked fridge in the front reception and all antibiotics etc. will be administered by a member of the admin team and logged accordingly. Child’s name and the time the medication is needed will be written on the front of the medicine fridge. All Orange medication forms will be kept in the office for the duration and will be retained until the child turns 21.

Administration of Non Prescription Medication

When a child requires non-prescription medication for minor illness, such as Calpol, Piriton, the parent must complete the ORANGE form as above. Medication will be clearly labelled with the child’s name and parents must have provided either a syringe or medicine spoon with which to administer the medication. This medication will also be stored in the locked medicine fridge. Please see Annex A at end of policy for amendment due to Covid.

**It will be the responsibility of the Teacher however, to ensure they send the relevant child to the office at the correct time to receive their medication. A laminated sheet will be provided for each class to be retained with the class numbers for the day, on which you can write who requires medicine and at what time, to act as a prompt.**

**IHCPs**

**A decision will be taken by the Head teacher if a child requires an Individual Healthcare Plan (IHCP). The format and content will be drafted by the Welfare Lead, taking advice from School Nursing Team and parents as necessary. A copy of the IHCP will be emailed to the relevant class teacher and displayed in the class medical cupboard. A copy will also be held in the lunchtime medical folder**

**Allergy Action Plans**

**In line with Bracknell Forest, we have adopted the Allergy Action Plan document for children that require emergency medicines in school such as Epipens.**

**Administering Medicines - Guidance notes for teachers**

We have recently received some training on how to administer medication in school, on behalf of parents. As a result of the legislation in place and guidance provided, we have reviewed our procedures to ensure that they meet the legal requirements for this activity.

A key requirement identified was the need to have the prescription label on the medication as a way to identify exactly who the medication is for, the dose that is required and to be available for any medical officers (e.g. Ambulance crews) should the need arise. You can appreciate that when we need to hold several inhalers in school, it is essential that they are easily identifiable.

It is also imperative that the administering of medication is logged and recorded accurately. The following changes to existing procedures have therefore been made:

1. All Inhalers and Epipens must now be provided in boxes with prescription labels or with a prescription label attached to the device itself. These should be stored in the medical boxes in each classroom.
2. Parents of children currently holding inhalers in school will be written to asking them to provide the appropriately labelled medication. (Copy of letter attached).
3. Teachers must check on a regular basis, the medication in their care, in order to ensure that it is in date and has not expired.
4. Parents bringing in long term medication need to now complete a BLUE medical form which includes a significant log facility for staff to log when it has been administered. (see notes attached)
5. ANY medication given MUST be recorded on the blue sheet AT THE TIME OF ADMINISTERING. These records are the only source we have as evidence of what has been given to the child and when so full details of the date, time and dosage along with your signature must be included.
6. Batch numbers must be noted from the medication as this is very important information, particularly if a child has a reaction to medication taken and requires attention from emergency services.
7. Any other one-off medication, including non-prescription medicines (e.g. Antibiotics etc.) will be administered by the office staff. The orange forms will be used for this medication. (See notes attached). Class teachers will be notified by the office when medication is left for a child and it will be your responsibility to ensure you send that child to the office at the appropriate time. The office will log any medication given and retain the orange forms in the office.
8. ALL Blue and Orange forms need to be retained by the school until the child is 21 so all forms, once finished with, must be sent to the office. Again, this is our only evidence that we have administered medication correctly.

**BADGER CLASS**

**MEDICATION REQUIRED**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please ensure the child(ren) listed below is/are sent to the office at the time indicated to receive their medication.**

|  |  |
| --- | --- |
| **CHILD’S NAME** | **TIME MEDICATION REQUIRED** |
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 **Annex A**

**Amendment to Non Prescription Medicines during Covid19**

While the school will continue to administer medicines such as Calpol for pain relief (i.e. Injury, toothache), it will not be given for illnesses such as sore throats, colds and headaches or given to a child with a raised temperature.

If non-prescription medicine is being provided by the parent it should be in a sealed, plastic bag with the child’s name clearly written on the bag and include a spoon or syringe with which to administer the medicine. The medicine should be collected from the office daily so that any spoons/syringes can be thoroughly cleaned.