



POLICY FOR MEDICATION ARRANGEMENTS IN A SCHOOL SETTING

1. Wherever possible all medication should be administered by parents/carers outside school hours.
2. The staff of the Learn to Live Federation will ensure that young people with medical needs receive proper care and support at school. The Headteacher will accept responsibility in principle for members of staff giving or supervising a young person taking prescribed medication during the day. Members of staff will receive appropriate training to administer and/or supervise medication. Competency will be maintained by annual training given by the school nursing service. Staff will adhere to the “6 Rights” principles outlined in their training.
3. Two members of staff are to countersign the record of any medication being administered.
4. Any parent/carer requesting the administration of medication should be given a copy of this policy.
5. Only prescribed medication will be accepted in school. This includes “over the counter” medicines such as paracetamol or ibuprofen. Written and signed consent needs to be given by parent/carer.
6. The medication must:
 - a. Be in its original container.
 - b. Be labelled with:
 - i. Child’s name
 - ii. Name of medication
 - iii. Dosage
 - iv. Frequency
 - v. Date of dispensing
 - vi. Storage requirements
 - vii. Expiry date
 - c. Only reasonable quantities of medication should be supplied
 - d. Medication which is unlabelled or not in its original container will not be accepted into school

7. All medicines arriving in or leaving school are to be accounted for under locally agreed procedures.
8. Medicines will be stored in locked cabinets in either the medical room or classrooms as appropriate unless it is required to be with the child at all times. In which case other appropriate arrangements will be made.
9. Where it is appropriate to do so, young people will be encouraged to administer their own medication, if necessary under staff supervision.
10. Parents/carers must notify the school if there is a change of medication, must notify with signed confirmation from the prescribing doctor and then must supply a new prescription label.
11. Staff who agree to assist in the administration of rescue medication will receive appropriate training/guidance through arrangements made with the School Nurses.
12. The school will make every effort to continue the administration of medication to a young person whilst on activities away from the premises; even if additional arrangements might be required as identified through the risk assessment process.

Appendix 1 : Medical Consent Form

Appendix 2 : 6 Rights Package

Appendix 1:



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**MEDICATION AUTHORISATION / REQUEST TO ADMINISTER MEDICATION
FOR SPECIAL SCHOOLS WITH A NURSE ON SITE**

The school nursing staff or school staff will not give your child any medication unless you complete and sign the form.

CHILD / YOUNG PERSON'S DETAILS:

NAME.....

ADDRESS.....

..... TEL:.....

DATE OF BIRTH..... NHS NUMBER..... **MALE/FEMALE**
(please circle)

ALLERGIES.....

PAGE..... OF.....

Medication & strength	Time	Dose	Full directions for use

I understand that I must inform the transport escort that medicines are being transported to school.

I consent to the school nursing staff or school staff giving the above medication to my child.

Name

Date

Signature

Relationship to pupil