

**Ysgol Maes Hyfryd  
Flintshire  
Administration of Medicine in School**



**Policy approved by the Governing Body on: 10<sup>th</sup> October 2018**

**Signed: .....Chair of Governors**

**Reviewable on: October 2020**

YMH believes that medication should only be taken in school if absolutely essential. The school policy is firmly rooted in the Welsh Office Guide 'Supporting Students with Medical Needs' 1997. The school acknowledges that the conditions of employment of staff do not include the giving of medication and staff volunteer to do so following the appropriate training.

**Administration of Medicines**

- Staff giving any medication must check the details on the medication before administering the drug.
- Check Child's name, prescribed dose, expiry date.
- A second staff member must also check the details and sign the appropriate record sheet.
- When completing record sheet all entries **must** be documented in **full** e.g. Drug, Route, Dose.
- All medication administered by syringe (orally or via gastrostomy) should be drawn up and administered in the medical room when possible. Alternatively whole bottle can be taken to classroom where administration guidelines are to be followed. Medication must then be returned **immediately**.
- All medication given to pupils **must** be individually prescribed and all relevant documentation completed.

**Emergency Medication e.g. Diazepam, Midazolam, Adrenaline.**

- A care plan must be drawn up agreed and signed by the Parents, School Doctor, and School Nurse.
- The Headteacher/Deputy Headteacher and parent will sign additional form agreeing to care plan, and authorising trained members of staff to administer medication.
- The care plan must be reviewed annually or when there is a change to the medication.
- Reviews are scheduled by the school nurse.
- Staff who agree to give the medication and have been trained to do so must also sign additional sheet.
- Two members of staff must check the medication and sign the appropriate record sheet.
- Record sheets are kept in medication file located in medical room.
- When Medication is taken out of school staff **MUST** complete register. Before leaving school and on their return.

### **Regular Medication e.g. Ritalin, Equasym, Epilim**

- On request for medication to be administered in school the Form 2 must be completed and signed by the Parents, T
- The Form 2 must be signed by staff who agree to give the medication and have received the appropriate training.
- Two members of staff must check the medication and sign the appropriate record sheet.

### **Storage of Medication**

- All medication moving in and out of school by the escort or the parent must be given directly to the school nurse, Headteacher or Designated Staff member. Medication must then be signed for with: date, pupil's name, escort's name, staff member receiving name, time in and time out.
- All medicine must be presented in its original container, pharmacy labelled with the child's name, drug name, dosage, frequency of administration and expiry date.
- All medication must be stored in the locked medication cupboard located in the medical room.
- Medicines which require refrigeration must be clearly labelled and kept in the locked medicine fridge located in the medical room.
- Epipens and Inhalers should not be locked away. They need to be kept in classroom but away from other pupils.

### **Short Term Medication e.g. Antibiotics, Eye Drops**

- Routine administration of short term medication is discouraged and medication prescribed as twice or three times daily can be administered outside the school day.
- On special request medicines prescribed four times daily can be administered at school on completion of a Form 2.
- The Form 2 must be completed and signed by the Parent,
- The Form 2 must be signed by all staff who agree to give the medication and have been trained to do so.
- Two members of staff must always check the medication and sign the appropriate record sheet.
- The record sheet must be crossed through once the course of medication has been completed, and then kept in medical file held by school nurse.

- **All medication taken out of school MUST be signed in and out of school.**
- **Medication File is located in the Medical Room**
- **Keys for Medication Cupboard and Fridge will be held by School Nurse (or cover) and Headteacher/Deputy Headteacher**

**Reviewed September 2018**

**Julia Griffiths  
School Nurse – Ysgol Maes Hyfryd**