



Administration of Medicines Policy

This policy is for all pupils at Hampton Pre-Prep & Prep School (the School); it includes the Early Years Foundation Stage (EYFS), Pre-Prep and Prep Departments.

This policy is available to parents on the School website and they may request copies from the School Office. It should be read in conjunction with the School's First Aid Policy, which is also available to parents on the School website.

Aims

At the School, we put the wellbeing of the children in our care at the very core of our practice. We are keen to help children to attend, where appropriate, even if they are taking medication and to enable this to happen staff are trained to administer medication on site.

Procedure

In order for medication to be administered the following procedure must be adhered to by parents and staff for the health and wellbeing of all children in the School.

- All medicines will be stored in the Sick Rooms (Pre-Prep and Prep), or refrigerated as appropriate. Medicines are stored strictly in accordance with the product instructions and in the original container in which dispensed.
- We require written and signed consent in advance from parents which clearly shows the date, dosage and expiry date of any medication to be given. A Request For School To Administer Medication Form (see Appendix 1) must be completed giving details of the prescribed medicine/cream including inhalers and/or Epipens should the need arise.
- On all **residential trips (Years 3 – 6)**, a member of staff accompanying the group is given responsibility for administering medicines and parents must complete the relevant form giving details of all medication (see Appendix 2). They must also sign an 'in loco parentis' form (see Appendix 3) including GP details and any relevant medical information prior to their child joining the trip; every teacher on the trip has a copy of this information. If a child feels unwell on a residential trip, whilst every effort will be made to contact parents in advance, pain relief will be administered if necessary.

Upon the day of departure, all medicines should be handed to the designated member of staff. All medicines must be clearly labelled and in either a sensibly sized container or clear plastic bag. On the return journey, travel sickness tablets can be administered as directed by parental consent on the 'in loco parentis' form.

All medicines administered on a trip will be recorded on the appropriate form (see Appendix 4) and will be discussed at the 'post trip' debrief with a senior colleague.

Date updated	September 2020	Date ratified by Governors	October 2020
Date for next review	September 2021	Reason for review	Annual review

Any medication for administration must be taken to the School Office or Form Teacher by the parent, not the child, in a clear plastic bag and should be in the original container, bearing its original label. The label must be legible and have the name of the child on it. It is the responsibility of parents to deliver and collect medicines from the School on a daily basis.

- Medicines should normally be those prescribed by a doctor, dentist, nurse or those purchased by parents from pharmacists as previously recommended by doctors for particular conditions. If this is not the case, we will not administer medicines or creams. Any medicines containing aspirin should only be given if prescribed by a doctor. ***If the medicine has not been prescribed for the child, staff must not under any circumstances administer it.***
- At the School, we do not administer non-prescriptive medication, e.g. for pain or fever relief. If this medication is necessary, the child should not come to school or should be taken home for treatment there or elsewhere as soon as reasonably possible should symptoms of pain and/or fever necessitating treatment develop after the child has arrived at school. If a child suffers regularly from frequent or acute illness, parents are encouraged to refer the matter to the child's GP.
- All medication remains the property of the child to whom it is prescribed. Any surplus or unused medication should be returned to the parents.

When administering medication staff should:

- Wash their hands;
- Refer to the Request for School to Administer Medication Form and to the administration record and carefully check details;
- Be certain of the identity of the child to whom the medication is given;
- Check the name of the child on the label matches the Request for School to Administer Medication Form;
- Check the name of the medication matches the Request for School to Administer Medication Form;
- Check that the prescription on the label of the medication is clear and unambiguous;
- Check the dose and method of administration;
- Check the expiry date;
- Keep clear and accurate, signed records (see Appendix 4), of all medication: administered, withheld or refused.

Monitoring of children taking medication

All drugs have the potential to cause unwanted side effects or adverse reactions; therefore, children taking medication should be closely monitored and all staff should be aware of the medication being taken and of the potential side effects. If a child develops adverse reactions or side effects to any medication, or if contra-indications (medical conditions which may be exacerbated or worsened by certain medications) are discovered, then the parent should be contacted without delay together with the Hampton School Nurse.

Appendix 1



REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

DETAILS OF PUPIL

Surname: _____

Forename(s): _____

Address: _____

Male/Female

Date of Birth: _____

Class: _____

Condition or illness:

Name/Type of Medication (as described on the container):

How long will your child take this medication? _____

Date dispensed: _____

FULL DIRECTIONS FOR USE:

Dosage and method: _____

Timing: _____

Special Precautions: _____

Side Effects: _____

CONTACT DETAILS:

Name: _____

Relationship to Pupil: _____

I understand that I must deliver and collect the medicine personally to my child's Form Teacher or the School Office and accept that this is a service that the School is not obliged to undertake.

Signature: _____ Date: _____

Appendix 2



**INFORMATION FOR ADDITIONAL MEDICINES
TO ACCOMPANY BOYS ON SCHOOL RESIDENTIAL TRIPS**

DETAILS OF PUPIL

Surname: _____ Forename: _____

Date of Birth: _____ Class: _____

Condition or illness potentially requiring medication

MEDICATION

Name/Type of Medication (as described on the container)

Circumstances under which medication should be given: _____

Dosage Required: _____

Frequency or Timing of medication: _____

Special Precautions or Side Effects: _____

*** Please note that all medication should be clearly labelled with your child's name and be handed to the designated member of staff with this form.**

I understand that it is my responsibility to personally collect this medicine from the School at the end of my child's trip.

Signature: _____ Date: _____



PARENTAL CONSENT FOR MEDICAL TREATMENT

My Son's Name:

Whilst my son is on a residential trip, I understand members of staff will be in loco parentis. I give permission for my son to be given emergency medical treatment by a qualified practitioner.

If your son is feeling unwell we will make contact with you before any medication i.e. paracetamol is administered by members of staff. This will be recorded on the appropriate form.

Name of G.P.: Tel. No.:

My contact numbers are: (Home)

..... (Work)

..... (Other)

Allergy/Dietary information.

My son is allergic to:

Please give any other information you feel may be relevant.

Signed:

Date:.....

Print name:.....

