



4 - 18 yrs Co-educational Independent Day School

ALS Administration and Storage of Medicine Procedure

Approved January 2023

Reviewed Annually

Next review date: July 2026

1. Introduction

This procedure sets out how prescribed and non-prescribed medicines are managed for the benefit and safety of all pupils and staff.

It takes into account regulatory requirements:

- Section 100 of the Pupils and Families Act 2014,
- Equality Act 2010 and DfE guidance; “Supporting Pupils at school with Medical Conditions” Dec 2015 although this is not a statutory document for Independent schools and “Managing Medicines in Schools and Early Years Settings” March 2005.

This procedure is reviewed every two years or if legislation changes. This procedure also applies to EYFS

2. Principals

Pupils with medical conditions should be supported so that they have full access to education including school trips and physical education. Caring for pupils with medical needs is part of our pastoral work at school and we recognise that pupils can be sensitive about health issues. Where possible the pupil will be responsible for their own medicines.

Managing the medical needs of a pupil is considered a reasonable adjustment under SEND legislation. Where medical issues require absence from school pupils will be enabled to access remotely an appropriate curriculum, modified if need be.

The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

We have set out a clear medicines policy that is understood and accepted by staff, parents and pupils and provides a sound basis for ensuring the proper and safe administration of both prescribed and ‘Over the Counter’ (OTC) medications.

3. Responsibilities

The Directors

Are responsible for ensuring that arrangements are in place to support pupils with medical conditions and that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of pupils with medical conditions are properly understood and effectively supported

The Headteacher

Has overall responsibility for this procedure and is responsible for identifying and meeting the training needs of all staff. Responsibility for the overseeing the implementation of this procedure is delegated to the School Nurse.

Admissions Officer

Obtaining, inputting and disseminating known medical information and appropriate contact details for all new pupils.

The School Nurse

The School Nurse is responsible for:-

- Overseeing and implementing this procedure
- Reviewing issues arising from it
- Communicating with parents about matters related to day to day administration of medicine.
- Ensuring receipt, release and return, and storage of medication procedures are followed.
- Ensuring expired medicines throughout the school are collected at least at the end of each term.
- The induction of new staff in their responsibilities regarding students with medical conditions
- Countersigning the medicine permission forms
- Preparing and reviewing Educational Health Care Plans (EHP) for pupils
- Organising for the First Aid Boxes to be checked and replenished each half term

Teachers

Knowing and understanding the medical needs of the pupils in their form class and monitoring those who need to take medicine in the school day. Supporting pastorally, pupils with medical needs so that they can enjoy and achieve as fully as possible at school.

All Staff

Having regard for the medical needs of all pupils when planning lessons or supervising pupils. Declaring any medical condition to the head that might affect your ability to be in sole charge of pupils off site. Understanding that you cannot be required to administer medication if you do not wish to do so. Fulfilling your duties as named contact on a medical plan if you have agreed to do so.

PE Staff

Being personally responsible for knowing the medical needs of those in your team on and off site. Following the procedures for the release and return of medications. Ensuring the safety of and access to the medicines at all times that they are in your care.

Educational Visits Coordinator / Trip Leaders

The Educational Visits Coordinators (EVC), Louise Botterill (Seniors) and Pete Smart (Juniors) will ensure Trip Leaders arrange for the School Nurse to carry out a Medical Risk assessment as early as possible in preparation for their trip including planning within the Risk Assessment for any staff conditions which impact their ability to be in sole charge. This should include allocating specific responsibilities to named trip staff and recording all medicines administered on trips.

Parents/carers of pupils who require medication during a school trip will need to hand the medication directly to the School Nurse at least 7 days prior to the departure of the trip together with the form *Parental agreement for school setting to administer medicine* (Appendix 3B).

Medication must be correctly labelled with the prescription and dosage. Parents must not send medication into school with pupils to hand in to the School Nurse.

Upon their return from the trip parents/carers will need to collect medication in person from school within 48 hours unless it is to be kept at the school for continued use by the pupil. Medication will not be given to pupils to take home.

The Trip Leader should return all records relating to accidents, injuries and the *Record of medicine administered to an individual pupil* (Appendix 5) to the School Nurse on return. The Trip Leader must ensure the safety of and access to the medicines at all times they are their care.

Parents/Carers

Parents/carers should provide the school with all relevant health information to secure their pupil's wellbeing, health and success. This includes sharing in the drawing up of effective care plans to meet their pupil's medical needs. Parents/carers should also, where possible, secure a form of medication for their child that does not require administration during school hours (i.e. slow release.)

Pupils

The School will encourage pupils to share their experience of their health so as to enable the school to meet their needs. Carrying out self-administration procedures reliably and responsibly, with supervision as agreed and supporting fellow pupils with medical needs with compassion, sensitivity and respect.

Other Healthcare Professionals

Other healthcare professionals, including GPs and paediatricians, should notify the School Nurse when a pupil has been identified as having a medical condition that will require support at school.

They may provide advice on developing individual healthcare plans. Specialist local health teams may be able to provide support in schools for pupils with particular conditions (e.g. asthma, diabetes, epilepsy).

4. Training

All staff are made aware of their role within this procedure as part of their induction. Where required individual staff will be trained in the administration of medicine that requires medical or technical knowledge and in how to effectively support specific pupils with medical conditions.

The School Nurse will ensure that an individual Education Health and Care Plan (EHCP) is prepared for a pupil when required on medical grounds, in consultation with parents, the pupil and health professionals.

This plan will be shared with staff on a need to know basis and a copy will be kept in the Nurses office and available electronically on iSAMS. EHCP plans are reviewed annually with pupil and parent and health care professional participation.

5. Medicines at School

Medicines will only be administered at school when it would be detrimental to a pupil's health or school attendance not to do so.

No pupil under 16 will be given prescription or non-prescription medicines without their parent's written consent.

If a pupil has to bring prescribed medication or over the counter medication into school, the medication must be brought directly to the School Nurse in its original packaging which must state upon it the original prescription together with a signed note from the parent/carer stating dosage, times and authorisation to administer medicine.

Although every care will be taken to give the medicine at the correct time there might be occasions where this does not happen, usually because the pupil forgets. Should this occur the School Nurse will endeavour to inform the parents.

All medicines will be kept securely in the Medical Room. Medicines will be kept in a locked cupboard or fridge (if indicated). Pupils should know where their medicine is kept at school. If the medicine is kept in a locked cupboard the pupil should know who holds the key.

Medicines bought into school to be administered during the school day are issued to pupils under a "homely remedy protocol" (See appendix 4 below).

When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharp boxes will be used for the disposal of needles and other sharps.

Prescribed medications

Prescribed medicines will only be administered if it would be detrimental to the pupil's health or school attendance not to do so. They should be handed to the School Nurse by the pupil's parent/carer.

- Prescribed medicines are only administered by the School Nurse to the pupil for whom they have been prescribed.

- They must stay in their original container which should be childproof;
- Medicines will be kept in a locked cupboard or in the Fridge in the Medical Room which is locked at all times when the School Nurse is not present.
- Medicines to control life threatening issues will be readily available to pupils and not locked away.
- Pupils should know where their medicine is kept at school and on trips/matches.
- The original dispensing label must not be altered;
- Medication for use in urgent situations, for example antibiotics must be prescribed individually for each pupil as and when required;
- Stocks of prescription medicines will not be held by the School.
- Expiry dates are reviewed each half term by the School Nurse and reminders are sent by the School Nurse to parents to collect and where necessary replace medicines.

Self-administration of medication

Pupils must not bring to school or carry with them at school any over the counter medication for example Paracetamol and Ibuprofen for the purpose of self-medicating.

No pupil should self-medicate at the Arnold Lodge School unless it is in the form of an inhaler and staff are made aware that they are taking it.

Allergy relief

Pupils who suffer from hayfever should have their own prescribed medication. A call will be made by the School Nurse to parents/carers to obtain permission to administer Paracetamol or Ibuprofen should the pupil be in such distress that it prevents them from continuing with their lessons.

Inhalers

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to buy salbutamol inhalers, without a prescription, for use in emergencies.

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The school keeps an emergency asthma inhaler. The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

The school ensures the following:-

- Arrangements for the supply, storage, care, and disposal of the inhaler and spacers in line with the school's policy on supporting pupils with medical conditions.
- A register of children in the school that have been diagnosed with asthma or prescribed a reliever inhaler, a copy of which is kept with the emergency inhaler.
- Written parental/carer consent for use of the emergency inhaler included as part of a child's

EHCP.

- The emergency inhaler is only used by children with asthma with written parental consent for its use.
- Appropriate support and training of staff in the use of the emergency inhaler is provided in line with the school's wider policy on supporting pupils with medical conditions.
- A record is kept of use of the emergency inhaler and parents/carers are informed that their child has used the emergency inhaler.

A child may be prescribed an inhaler for their asthma which contains an alternative reliever medication to salbutamol (such as terbutaline). The salbutamol inhaler should still be used by these children if their own inhaler is not accessible – it will still help to relieve their asthma and could save their life.

Inhalers will be stored in a locked cupboard unless it has been agreed that the pupil should have the inhaler with them at all times.

The school follows the following guidance from the DfE for responding to signs of an asthma attack:

- Keep calm and reassure the pupil
- Encourage the pupil to sit up and slightly forward.
- Use the pupils own inhaler – if not available, use the School emergency inhaler
- Remain with pupil while inhaler and spacer are brought to them
- Help the pupil to take two separate puffs of the salbutamol via the spacer immediately
- If there is no immediate improvement, continue to give two puffs every two minutes up to a maximum of 10 puffs, or until their symptoms improve. The inhaler should be shaken between puffs.
- Stay calm and reassure the pupil. Stay with the pupil until they feel better. The pupil can return to school activities when they feel better
- If the pupil does not feel better or the member of staff is worried at ANYTIME before the pupil has reached 10 puffs, CALL 999 FOR AN AMBULANCE
- If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way.
- The pupil's parents/carers should be contacted after the ambulance has been called.
- A member of staff will accompany a pupil taken to hospital by ambulance and stay with them until a parent/carer arrives.

If a pupil carries their own medication this will be recorded on iSAMS and communicated to all staff. The member of staff responsible for a trip or fixture has responsibility to check that the pupil has brought their medication with them.

Administration of Medicine to save a life Adrenaline Auto-Injectors (AAI)

In extreme emergencies e.g. an anaphylactic reaction, the administration of adrenaline by injection (1:1000), chlorpheniramine and hydrocortisone are among those drugs listed under Article 7 of the Prescription Only Medicines (Human Use) Order 1997 for the administration by anyone in an emergency for the purpose of saving life.

Adrenaline Auto-Injectors (AAI) deliver a potentially life-saving dose of adrenaline in the event of a severe allergic reaction (anaphylaxis).

Anaphylaxis is a severe and often sudden allergic reaction. It can occur when a susceptible person is exposed to an allergen (such as food or an insect sting). Reactions usually begin within minutes of exposure and progress rapidly, but can occur up to 2-3 hours later. It is potentially life threatening and always an immediate emergency response.

From 1st October 2017 the Human Medicines (Amendment) Regulations 2017 will allow schools to obtain, without prescription, adrenaline auto-injector (AAI) devices, if they wish, for use in emergencies. This will be for any pupil who holds both medical authorisation and parental consent for an AAI to be administered.

The DfE has issued the following guidance:-

'Schools may administer their "spare" adrenaline auto-injector (AAI), obtained, without prescription, for use in emergencies, if available, but only to a pupil at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided.

The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

AAIs can be used through clothes and should be injected into the upper outer thigh in line with the instructions provided by the manufacturer. If someone appears to be having a severe allergic reaction (anaphylaxis), you MUST call 999 without delay, even if they have already used their own AAI device, or a spare AAI.

In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, emergency services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate.'

Adrenaline Auto-injectors will be stored in a locked cupboard in the Medical Room unless it has been agreed that the pupil should have their Adrenaline Auto-injector with them at all times.

The school has chosen to hold Adrenaline Auto-Injector (AAI) **EpiPen®** and **JEXT** which may be administered to pupils in an emergency. The Schools spare AAI will be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

This protocol follows guidance given by the DfE for the recognition and management of an allergic reaction/anaphylaxis.

The sign and symptoms of an allergic reaction/anaphylaxis include:

Mild moderate allergic reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

Action to be taken:

- Stay with the pupil, call for help if necessary
- Locate adrenaline auto-injector(s)
- Give antihistamine according to the pupils EHCP
- Phone parent/carer emergency contact.

The member of staff/ School Nurse will monitor the pupil for signs of Anaphylaxis (life-threatening allergic reaction).

The Following should be monitored:-

Airway: Persistent Cough
 Hoarse voice
 Difficulty swallowing, swollen tongue

Breathing: Difficult or noisy breathing
 Wheeze or persistent cough

Consciousness: Persistent dizziness
 Becoming pale or floppy
 Suddenly sleepy, collapse, unconsciousness.

Action to be taken if any one or more of these signs are present:

1. Place the person experiencing Anaphylaxis in a comfortable position, most people should lie flat.
2. Pregnant women should lie on their left side to avoid putting too much pressure on the large vein that leads to the heart.
3. People having trouble breathing should sit up to help make breathing easier.
4. People who are unconscious should be placed in the recovery position to ensure the airway remains open and clear – they should be placed on their side, making sure they are supported by one leg and one arm, and open their airway by lifting their chin.
5. Avoid a sudden change to an upright posture such as standing or sitting up – this can cause a dangerous fall in blood pressure.
6. Use Adrenaline auto injector without delay
7. There is no need to remove clothing to use the Auto Injector as it can be used through clothes but care should be taken to make sure the orange end will not hit buckles, zips, buttons or thick seams on clothes.
8. The auto injector should be injected into the upper outer thigh in line with the instructions provided by the manufacturer.
9. The person should lie with their legs slightly elevated to keep their blood flowing or they should sit up if breathing is difficult.
10. Immediately dial 999 to request an Ambulance

If in doubt the school will always administer Adrenaline.

After giving Adrenaline:

1. Stay with the pupil at all times until the ambulance arrives, do not allow the pupil to stand
2. Commence CPR if there are no signs of life
3. Phone parent/emergency contact
4. If no improvement after 5 minutes, give a further dose of adrenaline using another autoinjector device, if available.

Staff and the School Nurse are aware that Anaphylaxis may occur without initial mild signs and will ALWAYS use adrenaline auto-injector first in someone with known food allergies who has **sudden breathing difficulty** (persistent cough, hoarse voice, wheeze) even if no skin symptoms are present.

Contacting the Emergency Services

- When dialing 999, give clear and precise directions to the Emergency Operator including the full school postcode.
- Say Anaphylaxis to the Emergency Operator when asked about the nature of the emergency
- If the pupil's condition deteriorates and a second dose of Adrenaline is administered after making the initial 999 call, make a second call to the emergency services to confirm that an ambulance has been dispatched.
- Send someone outside to direct the ambulance paramedics when they arrive.
- Tell the paramedics
 - If the pupil is known to have an allergy;
 - What might have caused this reaction e.g. recent food;
 - The time the AAI was given.
- A member of staff will accompany a pupil taken to hospital by ambulance and stay with them until a parent/carer arrives.
- The pupil's parents/carers should be contacted after the ambulance has been called.

Instructions for use of EpiPen®



Each EpiPen® can only be used once. If symptoms do not improve, you can administer a second EpiPen® after 5-15 minutes.

Pain Killers and Fever Control drugs.

Pupils who are not well in the morning should not be brought to school.

In the event of a pupil becoming ill during the school day, the temperature of the pupil is taken by the School Nurse using a thermometer and recorded in the medicines book. If it is not high, no further action is taken and the pupil is asked to return to class.

As pupils presenting as ill with regularity can be a symptom of a pastoral or safeguarding issue, form teachers are informed if a pupil comes to the Medical Room. If the child has a temperature, the pupil's parents/carers will be contacted and asked to collect their child.

If the pupil is suffering from toothache or similar, a call will be made by the School Nurse to parents/carers to obtain permission to administer pain relief. This conversation will be recorded in the "Medicine Book". A child with a headache will be asked to drink water and return at a specified time if the headache persists. This is because headaches are often a sign of dehydration.

The school keeps Calpol for pain and fever relief. We do not keep aspirin based painkillers. Medication will not be given to any child without permission. No painkiller or fever control drug will be administered at school before 12.30pm. This is to prevent a child from being overdosed on painkillers, in the event that pain relief was administered by the parent/carers before the pupil arrived at school.

Administration of prescribed and non-prescribed medication by unqualified staff

When the School Nurse is absent or in the case of an emergency there are designated, appropriately trained first aiders for the administration and management of medicines in school.

The following protocol must be followed when administering prescribed medication:-

1. Check the identity of the pupil;
2. Check that the administration sheet matches the label on the drug;
3. Immediate initialing of the administration sheet;
4. When necessary record a pupil's refusal to take medication.

Training is required for staff who administer medication. Any issues that arise during the administration of medication including the following should be highlighted:-

- Indications.
- Contra-indications.
- Side-effects.
- Dosage given.
- Precautions regarding administration.
- Clear reasons for not giving the drug and duration of treatment before nursing or medical advice is sought;

The protocols are agreed, understood and accepted by staff, and known to pupils and parents/carers.

Medication Protocols for School fixtures and trips

Staff responsible for fixtures and trips that require school held medicines to be released for individual pupils should aim to inform the School Nurse 14 days prior to the trip. The School Nurse will prepare a Risk Assessment for the pupil detailing the medication required along with the dosage and medicines may be collected and signed out by the staff responsible. Following the return from the trip the medicines must be signed back in again to the School Nurse.

The return of the medicines must be done in office working hours. The School Nurse countersigns the return to show that she is satisfied that the medicines are all back.

Recording and monitoring of records

Records must be properly completed, legible and current by the first aider as soon as possible after the administering of the medication. They must provide a complete audit trail for all medications.

ALL medicines brought into school should be recorded for each pupil including over the counter and complementary medicines.

The Medicine Administration Record (MAR) Chart / Book should include:

- I. Name of pupil;

2. Date of receipt;
3. Name, strength and dosage of drug;
4. Quantity of the drug;
5. Signature of the member of staff receiving the drug.

This document is completed for all drugs administered (including homely remedies) and is retained for 15 years after the last entry.

Controlled drugs

The Arnold Lodge School practice dictates that the storage of controlled drugs should comply with the Misuse of Drugs (Safe Custody) Regulation (1973) as amended.

The school will provide:

1. A secure, lockable cupboard should be used which contains nothing else;
2. Only those with authorised access should hold the keys to the cupboard;
3. Separate records for the administration of controlled drugs should be kept in an appropriate, bound record book with numbered pages;
4. The balance remaining should be checked at each administration and monthly.

Medication Errors

Medication errors can lead to minor symptoms and inconvenience or could have very serious consequences and can even lead to death.

Medication errors could be:

- Forgetting to administer a medication.
- Giving the wrong medication.
- Giving too much or too little of a medication.
- Giving a medication the wrong way (i.e. via the wrong route).
- Giving medication at the wrong time.

If a medication error occurs the person responsible for administering the medication should not ignore it or try to cover it up. This could lead to more serious harm to the pupil and more serious consequences for the person responsible and the school.

Staff will be supported and encouraged to be fully open and transparent when it comes to errors, so the focus should be on what they can do to prevent a more serious situation developing

Managing a Medication Error

In the event of an error staff should:

- Stay calm.
- Check all the information again to be clear on what the error is.
- Report the error to a more senior/experienced staff member.

- Ask the senior staff member to come and check the pupil.
- Contact the pupil's parent/carer to inform them of the error and agree next steps.
- Arrange for advice to be sought from the pupil's GP.
- Document the error on the Medication Administration Record (MAR).
- Complete an incident report.

If at any point after the medication has been administered the pupil starts to show signs of being unwell, staff should call 111 for immediate advice and support.

If the pupil loses consciousness, experiences difficulties breathing, or shows any other signs of serious illness staff should call 999.

Data Protection

The school recognises that medical information is confidential. Medical information is shared on a need to know basis guided by the principle of what is in the pupil's best interests. This is because a large number of adults are responsible for the wellbeing of a child in any one day so communication will prioritise medical requirements over confidential detail.

All medical information is kept secure. If an ambulance is called the medical and contact details will be shared with the Paramedics.

Monitoring and evaluation of this policy

This policy is monitored and evaluated by the Headteacher with advice sought from the School Nurse and appropriate health professionals.

Linked Policies

First Aid Policy
Food Allergy Procedure
Safeguarding Policy
Data Protection Policy

Appendix I

Procedure when Contacting the Emergency Services

1. **Dial 999, ask for ambulance and be ready with the following information.**
2. **Your telephone number.**
3. **Give your location as follows.**
4. **State the full school post code CV32 5TW**
5. **Give exact location of where you are in the school.**
6. **Give your full name.**
7. **Give name of pupil and a brief description of the pupil's symptoms e.g. anaphylaxis.**
8. **Inform Ambulance Control which entrance to use and state that the crew will be met and taken to:**
9. **Speak clearly and slowly and be ready to repeat information if asked - put a completed copy of this form by the telephone.**

Appendix 2

Health Care Plan for a Pupil with Medical Needs

Name:		Date of birth:	
Address:			
Name of School: Arnold Lodge School		Year group/Form:	
Medical condition/s:			
Date of Plan:		Review Date:	
Emergency contacts	Contact 1 (Parent/Guardian)	Contact 2	Contact 3
Name:			
Home Phone:			
Mobile:			
Work:			

Relationship to pupil:			
Person responsible for providing support in school: Member of staff in charge – must be first aid trained			
GP Name:		Hospital/Clinic Name:	
GP Phone No:		Hospital/Clinic Phone No:	
Describe medical condition and give details of pupil's individual symptoms:			
Name of medication:			
Dosage/timings:			
Administered by:			
Side effects:			
Daily care requirements:			

Specific support for the pupil's educational, social and emotional needs:
Arrangements for school visits/trips etc:
Other information:
Describe what constitutes an emergency, and the action to take if this occurs:
Who is responsible in an emergency:

The information contained within this plan must be treated in confidence and should be used to set up a good support system.

- An individual health care plan can help staff at Arnold Lodge School to identify the necessary safety measure to support pupils with medical needs and ensure that they and others are not put at risk.
- The health care plan is a written agreement with parents which clarifies for all concerned the help that the school can provide and receive.
- Each plan will contain different levels of detail according to the needs of the individual pupils.

Appendix 3B

Parental agreement for school / setting to administer medicine

The school / setting will not give your pupil medicine unless you complete and sign this form and the school / setting has a policy that staff can administer medicine.

Date -----

Pupil's name -----

Group /Class / Form -----

Name and strength of medicine -----

Expiry date -----

How much to give (dose to be given) -----

When to be given -----

Any other instructions -----

Number of tablets / quantity to be
given to school / setting -----

Note: Medicine must be in the original container as dispensed by the pharmacy

Daytime phone no of parent or adult contact -----

Name and phone no. of GP -----

Agreed review date to be initiated by
(name of member of staff): -----

The above information is, to the best of my knowledge, accurate at the time of writing and I give my consent to school / setting staff administering medicine in accordance with the school / setting policy. I will inform the school setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature: ----- Print name: -----

If more than one medicine is to be given a separate form should be completed for each one

Appendix 4

Confirmation of the Head's agreement to administer medicine

It is agreed that ----- (name of pupil) will receive

----- (quantity and name of medicine)

every day at----- (time medicine to be administered e.g.

Lunchtime or afternoon break).

----- (name of pupil) to be given / supervised

whilst he / she takes their medicine by ----- (name of member
of staff).

This arrangement will continue until ----- (either end date of
course of medicine or until instructed by parents).

Date: -----

Signed: -----

(The Headteacher).

Appendix 5

Record of medicine administered to an individual pupil.

Pupil's name	-----
Date medicine provided by parent/carers	-----
Group /Class / Form	-----
Quantity received	-----
Name and strength of medicine	-----
Expiry date	-----
Quantity returned home and date	-----
Dose and frequency of medicine	-----
Staff signature	-----
Parent/carers signature	-----
Date	-----
Time given	-----
Dose given	-----
Name of member of staff Including initials	-----
Date	-----
Time given	-----
Dose given	-----
Name of member of staff Including initials	-----
Date	-----
Time given	-----
Dose given	-----
Name of member of staff Including initials	-----
Date	-----
Time given	-----
Dose given	-----
Name of member of staff Including initials	-----

Appendix 6

Record of medicines administered in school / setting to all pupils

Print Name	Signature of staff	Any reactions	Dose given	Name of Medicine	Time	Pupil's name	Date

Appendix 7

Request for pupil to carry his / her medicine

THIS FORM MUST BE COMPLETED BY PARENT / CARER

If staff have any concerns discuss request with school healthcare professionals.

Pupil's name -----

Group /Class / Form -----

Pupil's Address -----

Name of medicine -----

Procedure to be taken in an

Emergency -----

Contact Information

Name: -----

Daytime phone no: -----

Relationship to pupil: -----

I would like my son / daughter to keep his / her medicine on him / her for use as necessary.

Paren/carer signature: ----- Date: -----

If more than one medicine is to be given a separate form should be completed for each one

Appendix 8

Staff training record – administration of medicines

Name of School / Setting: -----
Name: -----
Type of training received: -----
Date of training completed: -----
Profession and title: -----

I confirm that----- (name of member of staff) has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated (please state how often)

Trainer's signature: -----

Date: -----

I confirm that I have received the training detailed above.

Staff signature: -----

Date: -----

Suggested Review Date: -----

Appendix 9

Authorisation for the administration of Rectal Diazepam

Pupil's Name: -----
Date of birth: -----
Group /Class / Form: -----
Pupil's Address: -----

GP: -----

Hospital consultant: -----

----- (name of pupil) should be given Rectal Diazepam
----- mg. If he / she has a *prolonged epileptic seizure lasting over ----- minutes.

OR

*serial seizures lasting over ----- minutes.

An ambulance should be called for *at the beginning of the seizure.

OR

If the seizure has not resolved *after----- minutes.

(*please delete as appropriate)

Doctor's signature: -----

Parent's signature: -----

Print Name: ----- Date: -----

NB: Authorisation for the Administration of Rectal Diazepam

As the indications of when to administer the diazepam vary, an individual authorisation is required for each pupil. This should be completed by the pupil's GP, consultant and / or Epilepsy Specialist Nurse and reviewed regularly. This secures the medicine is administered appropriately.

The authorisation should clearly state:

- When the diazepam is to be given e.g. after 5 minutes.
- How much medicine should be given.
- Included on the Authorisation Form should be an indication of when an ambulance is to be summoned.