

# Viking Academy Trust



## Administration of Medicine Policy

THE VIKING ACADEMY TRUST

**Approved by the Trust: Term 3 2017**

**Reviewed annually: Term 3**

**Last review date: Term 3 2018**

**Signed:**

**Chair of Local Advisory Body**

# Administration of Medicine Policy The Viking Academy Trust

## Schools in the Viking Academy Trust (VAT)

We start 2016-17 academic year with three schools in the Viking Academy Trust.

These are:

Chilton Primary School  
Ramsgate Arts Primary School  
Upton Junior School

This Administration of Medicine Policy is for Ramsgate Arts Primary School.

Ramsgate Arts Primary School are willing to agree to certain prescribed medicines being administered during the school day to enable the child to lead a normal life with minimum disruption and minimal emphasis on illness. The school staff willing to administer these medicines will receive adequate training when required.

The following policy should be followed for the administration of medication:

1. Medication will be administered by the school office staff.
2. Written instructions, signed by the parent are required to be held on file for every administration requested. (see attached form) Details required are:
  - 1 Name of child
  - 2 Name and strength of medication
  - 3 Dosage
  - 4 Time of administration
  - 5 Expected duration of medication
  - 6 Date and parents signature
  - 7 Emergency contacts to be checked

3. Following administration of the medicine the back of the authority should be completed with the following information:
  - 1 Name of child
  - 2 Date and time administered
  - 3 Name of medication and dosage
  - 4 Signature of person responsible for administration
  - 5 If not administered for any reason this should also be entered on record sheet and parent informed.
  
4. It is generally agreed that inhalers are kept in the school office, clearly labelled. A written request from the parent is required if the child needs to carry the inhaler.
  
- 5 .Medicines other than inhalers will be kept in a cool, dry cupboard in the office, out of reach of the children.
  
- 6 .For school trips medication will be held and administered by an authorised adult.
  
- 7.All staff should be aware of the procedures for administering medication, particularly staff running after-school clubs.
  
- 8 .The administration of non-prescribed medication eg. paracetamol, cough medicine is discouraged except in exceptional circumstances.
  
- 9 .Children will not carry cough sweets, medicines or analgesics.
  
10. Emergency medications such as epipens must be accessible in an emergency. Clear instructions and a copy of the consent form containing a photograph of the child, must be kept with the medication. All staff must be aware of these procedures and where medication is stored.
  
- 11.Staff shall be trained in the administration of certain prescribed medicines eg. epipens. Training should be renewed annually. There should always be two members of staff present when these medicines are given (preferably one of the same gender as the pupil).

12. Medicine should be returned to the parent whenever:

- 1 Treatment is complete
- 2 Instructions are changed
- 3 Expiry date is reached
- 4 End of academic year