



**Rouge Bouillon School**

**Health and Safety**

**Administration of Medicines in  
School Policy**



This policy sits alongside the **Administration of Medicines in School No 02 Department for CYPES Health and Safety Operational Policy.**

**Purpose:**

These requirements are to be put in place to ensure that pupils requiring medication whilst at school are kept safe and staff and parents have clear guidelines on their roles and responsibilities.

**Procedures:**

All requests to administer medication will be considered on an individual basis. It is normally expected that parents administer medicine to their children at home and parents are requested to ask their GP to prescribe in a way which avoids the need for medicines to be brought onto school premises.

Requests for administration of medicine in school should be referred to the school office who will ensure that it is recorded on SIMS. If the medication is of a type that has not already been approved for use in school, it will be referred to the Headteacher for due consideration. Where it is considered appropriate the following guidelines should be followed for the administration of proscribed medicines:

1. If the request is agreed the parent will need to complete a 'Medication Record' form (Appendix 1) and provide clearly labelled medication.
2. The school will identify the person responsible for administering the medication, however, is it school policy for pupils to administer their own medication under supervision once they are considered capable of doing so.
3. A 'Record of Medication Administration (RMA)' sheet (appendix 2) must be completed and kept with the 'Medication Record' form at the location where the medication provided from home is stored. The RMA must be completed by the responsible adult every time the medication is administered.
4. Pupils with allergies or requiring ongoing preventative medication (Epipen or inhalers) must have a completed 'Medication Record' form completed by parents. A record of all such pupils will be available in SIMS. The name and photo of any pupil with serious or life-threatening medical needs will be displayed in staffroom alongside a summary of the symptoms and emergency treatment required.
5. Some medication (Epipen or inhalers) needs to be accessible at all times and arrangements will be made by the class teacher to keep these in a safe, but unsecured, location in the classroom. All other medication should be handed in at the school office and locked in the Medicine Cabinet from where it will be dispensed.

**Paracetamol and Ibuprofen:**

The school will keep a stock of ibuprofen and paracetamol that can be administered by the staff in the school office if permission is given by parents. This will normally be for children in years 5 and 6. Written permission will be sought for this purpose and recorded in SIMS, which will be checked before any medicine is given at the request of a child. A record of the medicine given will be recorded in SIMS and a text or phonecall made to parents to ensure that they are aware on each occasion.

If a child for whom the school does not already have written permission requests paracetamol or ibuprofen, it will only be given after parents have been contacted and permission acquired. A note of the medicine given will be entered into SIMS.

The school has emergency epipens in the small kitchen by the office, where medicines are stored. These are for emergency use, for example, when a child shows signs of anaphylaxis but has no history of it so no personal epipen.



Appendix 1

**MEDICATION RECORD**

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Class \_\_\_\_\_

Name of medicine \_\_\_\_\_

When to be given \_\_\_\_\_

How much to give (i.e. dose) \_\_\_\_\_

Any other instructions \_\_\_\_\_

Name of persons able to administer medication \_\_\_\_\_

Phone no. of parent or adult contact \_\_\_\_\_

Name of G.P. \_\_\_\_\_

G.P. telephone No. \_\_\_\_\_

Consent

The above information is to the best of my knowledge accurate at the time of writing and I give my consent to school staff administering the medication in accordance with the school and the Department for Children, Young People, Education and Skills' policy. The school will be notified immediately of any changes to the above.

Parent's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

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

Appendix 2

**RECORD OF MEDICATION ADMINISTRATION (RMA)**

Name of pupil \_\_\_\_\_

Class \_\_\_\_\_

Name / Type of Medication Administered \_\_\_\_\_

Expiry date \_\_\_\_\_

Date D/M/Y					
Time given					
Dose					
Name of staff member					
Staff signature					
Date D/M/Y					
Time given					
Dose					
Name of staff member					
Staff signature					
Date D/M/Y					
Time given					
Dose					
Name of staff member					
Staff signature					