USE OF MEDICATION IN SCHOOL

BHTP MEDICATION FLOW CHART

PRESCRIBED MEDICATION:

Medical Practitioner to prescribe where possible medication to be given out of school hours.

DECLARATION:

School staff must ensure that all medication is checked. Where the medication has a 'street value' it must be counted in with another member of staff present and signed by both. When replacement medication is brought into school a new consent form must be completed. No medication is allowed in school unless accompanied by a completed and signed administration of medicines form and a parental consent form. (Appendix 1 and 2) If the child has complex medical needs a medical care plan will need to be completed. Please contact a main first aider to complete this and agree it with the parent/guardian. (Appendix 6)

Please refer to Staff flow chart to follow for Administration of Medicines. (Appendix 4)

Copies of the consent and school medical record to be kept in the office. Originals to stay with medication and be destroyed when the course is complete. Please inform the office when the course is finished and the originals have been destroyed.

STORAGE:

Staff must ensure the medication is stored as per the medication's instructions. School will ensure there are adequate facilities available.

SELF ADMINISTRATION/SUPERVISION:

Many pupils will have the ability to self-administer their own medication this will be dependent on ability and not age, although the majority may well be KS2. If a child is to keep their own medication the school be informed by the completion of a parental consent form. The school will ensure that where staff supervise pupils the following conditions will be met:

1. There is/are available staff, who have volunteered to undertake the duty and have received training if necessary.
2. A medical record form and parental consent form have been completed. An individual treatment plan is available where required.
3. The medication is properly labeled and in date.

ADMINISTRATION:

Where staff actually administer the medication to pupils.

This should only occur if a pupil is unable to self-administer the medication and conditions 1,2 & 3 in self-administration/supervision have been met.