

## Administering Medicines Guidance – updated March 2021

Short term - prescribed medication					
Type of medication	Forms to complete	Administer	Requirement for Individual Health Care Plan (IHCP)	Training	Other
Prescribed medication e.g. Anti-biotics required more than 3 times per day,	<p><b>Administration of Medication (Parent Consent)</b> form completed for each episode</p> <p><b>Record of Medicine Administered to an Individual Child (on the reverse of the Administration of Medication Form)</b>, and the <b>Record of Medicine Administered to All Children</b> form to record administration</p>	As directed by GP/Pharmacist/Medical Professional	No IHP required	Managing Medicines in Schools available from WSCC or instruction and guidance from schools Lead for Medicines (who has completed Managing Medicines) and competency test completed scoring 100%.	<p>Medicine labelled with the child's name and medication must be supplied by the parent/guardian in its original container, with prescriber's instructions and patient information leaflet (PIL). PIL can also be downloaded from the Electronic Medicines Compendium <a href="https://www.medicines.org.uk/emc/">https://www.medicines.org.uk/emc/</a></p> <p>Parent to take medication away if course is finished and any medication remains un-administered.</p>

## Administering Medicines Guidance – updated March 2021

Long term – prescribed medication					
Type of medication	Forms to complete	Administer	Requirement for IHCP	Training	Other
Prescribed medication e.g. Anti-biotics, long term prescribed medication that is administered as part of an IHP	<p>Parental consent is part of IHCP</p> <p><b>Administration of Medication (Parent Consent)</b> form including the <b>Record of Medicine Administered to an Individual Child</b> on the reverse, and the <b>Record of Medicine Administered to All Children</b></p>	As directed by GP/Pharmacist/Medical Professional	IHCP required complete standard <b>Individual Health Care Plan</b> form	<p>Long term prescribed medication that requires specialist administration – training via School Nurse /Community Nursing Service</p> <p>Long term prescribed medication without specialist administration Managing Medicines in Schools available from WSCC or instruction and guidance from schools Lead for Medicines (who has completed Managing Medicines) and competency test completed score 100%</p>	<p>As short term prescribed medication and:</p> <p>Parents are responsible to provide the school with medication that is in date. Schools must keep records of all communication with parents regarding requests for in date medication and/or out of date medication.</p>

## Administering Medicines Guidance – updated March 2021

Prescribed emergency medication					
Type of medication	Forms to complete	Administer	Requirement for IHCP	Training	Other
<p>Short term prescribed emergency medication e.g.</p> <ul style="list-style-type: none"> <li>• Auto Injectors (Epipen, Jext pen Emerade) for Anaphylaxis</li> <li>• Asthma Inhalers i.e. salbutamol</li> <li>• Midazolam for epilepsy (NB controlled drug)</li> <li>• Other unspecified</li> </ul>	<p>Parental consent is part of IHCP</p> <p><b>Record of Medicine Administered to an Individual Child</b> and the <b>Record of Medicine Administered to All Children</b> to record administration of medication.</p> <p>NB Midazolam is a controlled drug and administration must be witnessed and record of stock recorded on the <b>Record of Medicine Administered to an Individual Child</b> and the <b>Record of Medicine Administered to All Children</b></p>	<p>Emergency medication - as symptoms arise and/or in the event of a medical emergency administer as per training</p>	<p>Yes IHCP required complete standard forms:</p> <p><b>Individual Health Care Plan</b> completed for pupils with severe asthma and those needing midazolam for epilepsy</p> <p><b>Individual Protocol for Mild Asthma</b> completed for pupils with mild asthma</p> <p><b>Individual Protocol for Antihistamine</b> or/and <b>Individual</b></p>	<p>Asthma – inhaler training renewed annually delivered by School Nursing Service</p> <p>Auto-injectors – Best practice that all staff are trained to administer an auto-injector training renewed annually delivered by School Nursing Service</p> <p>Midazolam training renewed annually available from Community Nursing Service NB basic first aid must be renewed annually to validate midazolam training – basic first aid is offered by Outdoor Ed Team</p> <p>Other unspecified emergency medication – training as detailed on IHP and delivered by</p>	<p>As short term prescribed medication and:</p> <p>Parents are responsible to provide the school with medication that that is in date. Schools must keep records of all communication with parents regarding requests for in date medication and/or out of date medication.</p> <p>Parents are expected to provide the school with 2 in date asthma inhalers and/or 2 auto-injectors.</p> <p>Asthma protocol for administration must be followed see main policy</p> <p>School will hold an asthma inhaler, spacer for emergency use.</p> <p>If parents do not provide 2 in date auto-injectors for their child the school will purchase an auto injector for emergency use as permitted by the Human Medicines Act 2017</p> <p>All emergency medication must be readily available and not locked</p>

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			<b>Protocol for an Auto Injector</b> for Anaphylaxis	relevant medical professional	away this includes controlled drugs i.e. midazolam
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Short term ad-hoc non-prescribed medication					
Type of medication	Forms to complete	Administer	Requirement for IHCP	Training	Other
<p>ONLY the following may be administered if symptoms develop during the school day:</p> <ul style="list-style-type: none"> <li>• Paracetamol,</li> <li>• Ibuprofen (over 12's only)</li> <li>• Anti-histamine</li> <li>• Travel sickness</li> </ul> <p><i>N.B. Special schools may wish to add that they will administer <b>creams/lotions</b> for nappy or skin rashes to the list of ad-hoc non-prescribed medication.</i></p>	<p>Parental consent - for Paracetamol, Ibuprofen (over 12's only)</p> <p>Anti-histamine gained when pupil joins school – this is <b>included on the initial enrolment form.</b></p> <p><b>Administration of Medication (Parent Consent)</b> form for travel sickness or <b>Consent to Administer Non-Prescribed Medication on a Residential Visit</b> for</p>	<p>All of the below follow guidance on PIL or packaging for side effects, dosage</p> <p>Consent gained when pupil joins school, on the <b>initial enrolment form.</b></p> <p>Administer only where there is a health reason to do so.</p> <ul style="list-style-type: none"> <li>• Paracetamol,</li> <li>• Ibuprofen (over 12's only)</li> </ul> <p>Administer following relevant pain relief protocol see main policy and instructions on PIL and/or packaging</p>	No IHP required	Managing Medicines in Schools available from WSCC or instruction and guidance from schools Lead for Medicines (who has completed Managing Medicines) and competency test completed scoring 100%.	<p>School should hold a small stock of standard paracetamol, ibuprofen (age 12 and over) and anti-histamine, all in their original container, with prescriber's instructions and PIL. Medication mixed with other substances i.e. paracetamol and caffeine or paracetamol plus etc. are not permitted</p> <p>ONLY ONE STANDARD DOSE CAN BE ADMINISTERED IN SCHOOL</p> <p>BEWARE DOSAGE – guidance on packaging is based on 'average' height and weight and may need to be revised for pupils that are below average. Do not increase dose for pupils who are above average.</p>

## Administering Medicines Guidance – updated March 2021

	<p>parental consent for a residential visit.</p> <p><b>Record of Medicine Administered to all Children</b> form - administration of medication to all children and any conversations with parents recorded under comments.</p>	<ul style="list-style-type: none"> <li>• Anti-histamine – administer as per instructions on PIL or packaging</li> </ul> <p>Anti-histamine will ONLY be administered if pupil exhibits associated symptoms and not as a preventative</p> <p>Ibuprofen cannot be administered to pupils diagnosed with asthma</p> <p>Travel sickness administered for school trips</p>			<p>NB: Parents will be expected to administer a dose of anti-histamine to their child before school for hay fever; schools will only administer anti-histamine for symptoms of allergic reaction and not as a precautionary measure.</p> <p>Paracetamol and Ibuprofen – administration the school will follow the pain relief protocol as outlined in the main policy</p> <p>Antihistamine - Staff must monitor symptoms closely if symptoms persist the emergency services should be called or prescribed an auto-injector should be administered.</p>
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Other Non-prescription medicines					
Type of medication	Parental consent	Administer	Requirement for IHCP	Training	Other
<p>Non-prescribed medication will be administered if they are required to allow a pupil to remain in school:</p> <ul style="list-style-type: none"> <li>• Parent/guardian confirms daily in writing the time the medication was last administered by completing the <b>Individual Protocol for Non-Prescribed Medication (which is page 2 of the Administration of Medication (Parent Consent) form;</b></li> <li>• medication is licensed as suitable for the pupil's age;</li> <li>• administration is required more than 3 to 4 times per day;</li> <li>• medication is supplied by the parent or guardian in the original packaging with the manufacturer's instructions and/or (PIL);</li> <li>• and accompanied by parental/guardian</li> </ul>	<p><b>Administration of Medication (Parent Consent) form</b> including <b>page 2, the Individual Protocol for Non-Prescribed Medication</b> for parental consent and info on medication record.</p> <p>Record administration on the <b>Record of Medicine Administered to an Individual Child</b> on the reverse of the <b>Administration of Medication form</b> and on the <b>Record of Medicine Administered to all Children</b></p>	Administer as instructions on medication	No IHP required	Managing Medicines in Schools available from WSCC or instruction and guidance from schools Lead for Medicines and competency test completed scoring 100%.	<p>Medicine supplied by the parent/guardian in its original container, with prescriber's instructions and patient information leaflet (PIL). PIL can also be downloaded from the Electronic Medicines Compendium <a href="https://www.medicines.org.uk/emc/">https://www.medicines.org.uk/emc/</a></p> <p>Parent to take medication away if course is finished and any medication remains un-administered.</p>

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<p>consent from completing the <b>Administration of Medication form</b> including the <b>Individual Protocol for Non-Prescribed Medication (which is page 2 of the Administration of Medication form)</b> and confirmation the medication has been administered previously without adverse effect;</p> <p>Will NOT be administered:</p> <p>The school will NOT administer non-prescription medication:</p> <ul style="list-style-type: none"><li>• as a preventative, i.e. in case the pupil develops symptoms during the school day;</li><li>• if the pupil is taking other prescribed or non-prescribed medication, i.e. only one non-prescription medication will be administered at a time;</li><li>• for more than 48 hours – parents will be advised if symptoms</li></ul>					
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<p>persist to contact their Doctor;</p> <ul style="list-style-type: none"><li>• A request to administer a different non-prescription medication that is for the same/initial condition will not be repeated for 2 weeks after the initial episode; and not for more than 2 episodes per term - it will be assumed that the prolonged expression of symptoms requires medical intervention, and parents/guardians will be advised to contact their Doctor.</li><li>• Skin creams and lotions will only be administered in accordance with the Schools Intimate Care Policy and procedures.</li><li>• Medication that is sucked i.e. sweets or lozenges, will not be administered by the school.</li><li>• if parents/guardians have forgotten to administer non-prescription medication that is</li></ul>					
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required before school - requests to administer will be at the discretion of the school and considered on an individual basis.					
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