



Mount Tamar
Aspire – Adventure – Achieve

ADMINISTRATION OF MEDICINES POLICY

Version Control

Policy Prepared by: Lucas Cook

Document Name	Meeting Submitted	Summary of Changes	Date for next Review
Administration of Medicines Policy v1	April 2017 Governors	New Document	Spring 18
Administration of Medicines Policy v2		Reworded to merge with the residential policy to	Spring 18
Administration of Medicines Policy v2	SLT Sept 18 24/09/18		Sep /09/2020
Administration of Medicines Policy v3	SLT Sept 2020	Update pre ofsted	RV Sep 2021
Administration of Medicines Policy v3	SLT Spring 2020	Spring 20/20 no change still current .	Sept 2021

Rationale

Some of the children who attend Mount Tamar School are likely to require prescribed medication during the school day.

The designated person (First aid/Medication qualified) is responsible for the safe, legal and secure supply, storage, administration and disposal of medicines.

At times (school trips and in the absence of the designated person) then other support staff are responsible for administering medicines.

Aims

- All pupils requiring medication will be provided with it, in accordance with instructions.
- Administering staff will maintain safe standards of administration.
- Appropriate records of administration will be kept.
- Training of staff will be kept up to date if they are required to administer medication.
- All queries regarding medication will be followed up via parents or GPs to ensure the Health, Safety and Wellbeing of pupils.

Procedures that we will follow.

Review Date Sep 2018

Reviewed By Kim Wentworth

Next Review Sep 2019

Summary of changes Include the holding of emergency inhalers by the school.

Approved By:

Head Teacher Date

Chair of Governors Date

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1. Introduction

Most pupils will at some time have a medical condition that may affect their participation in school activities and for many this will be short-term. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. Mount Tamar School is committed to ensuring that children with medical needs have the same right of access as other children. There is no legal duty that requires schools and staff to administer medication, this is a voluntary role. The 'duty of care' extends to administering medication in exceptional circumstances, and therefore it is for schools to decide their local policy for the administration of medication.

2. The Role of Parents/Carers Parents/carers

Should, wherever possible, administer or supervise the self-administration of medication to their children. This may be by spacing the doses so that they are not required within school hours, or by the parent/carer coming in to school at lunch time to administer the medication. However, this might not be practicable and in such a case parents/carers may make a request for medication to be administered to the child at school.

If medicine needs to be administered during school time, then a parent or carer must bring it to the school office and fill in the Administration of Medication Permission and Record form (Appendix 1). Medication must not be given to the class teacher, or brought into school by the child themselves. If medication is for a short term condition, any remaining medication must be collected from the office by a parent or carer at the end of the school day.

3. Prescription / Non prescriptions

Medication Prescription medicines should be administered at home wherever possible, for example medicines that need to be taken 3 times a day can usually be taken before school, after school and at bedtime. Parents are encouraged to ask the GP to whether this is possible. Prescription medicines will only be administered by the school where it would be detrimental to a child's health if it were not done.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The exception to this is insulin which must still be in date, but will generally be available to school inside an insulin pen or a pump, rather than in its original container. Schools should never accept medicines that have been taken out of the container nor make changes to dosages on parental instructions.

In all cases it is necessary to check:

- Name of child
- Name of medicine
- Dosage
- Written instructions provided by prescriber
- Expiry date An Administration of Medicine Permission & Record form (Appendix 1) must be completed and signed by the parent / carer. No medication will be given without the parent's written consent.

Prescribed medication, other than emergency medication, will be kept in the Medical Room, either in the cupboard or the refrigerator as appropriate. All emergency medicines (asthma inhalers, epi-pens etc.) should be kept in the child's classroom and be readily available. A second Epi-pen

for each child who requires one will be kept in the Medical Room, in a box clearly labelled with the child's name.

Non prescription medications (Over The Counter Medications) eg (Calpol,Ibuprofen liquide)

Sometimes it is hard to get a prescription from your doctor for items such as Calpol,Ibuprofen as these items are now deemed as over the counter medications.

Not all doctor will issue a prescription for these medications now, So it falls on the school's discretion to administer any over the counter medication, this decision is made by the school Medication Officer under the authority the schools Head teacher

All medications including (over the counter medications) would need to peruchest from a reputable store or Pharmacy. The parent guardian or carer would need to bring the medications to reception and complete a **non-prescription form** (Appendix 2) This form asks the Guardian to state when where and how much medication they would like their child to receive,as per the information leaflet inside the box or on the side of the bottle. Once complete the form with the Parent /Guardian signature. Is kept and stored on the student medical record along with his medical care plan.

A Medical Administration Record Sheet (MARS) would be developed and every dose given would be checked and recorded by two staff members . once MARS sheet is complete it will be stored with the students Medical Care Plan (MCP)

Of note

If the information leaflet is unclear or the parent wants the medication administered differently to how Pharmacy /medication leaflet instructs , do not give the medication until advice and guidance has been sought via medical professional or the British National Formulary (BNF) all

Non-prescription medication will be disposed of at the end of the term or sooner if the medication is used up ,gose out of its expiry date or is no longer required .

The school (MountTamar school) reserves the right to refuse giving any dose directed by a parent /carer that is deemed over the recommended amount for a student considering height, weight and age for the medication . safety of the students comes first in all cases.

4. Long Term Medical Needs

It is important for the school to have sufficient information regarding the medical condition of any pupil with long term medical needs. The school will draw up a health care/ plan for such pupils, involving the parents and the relevant health professionals. Refer to the "Supporting Pupils at School with Medical Conditions Policy" for more information.

Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an epipen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so.

5. Controlled Drugs Controlled drugs,

such as Methylphenidate, are controlled by the Misuse of Drugs Act. Therefore it is imperative that controlled drugs are strictly managed between the school and parents. Ideally controlled drugs are only brought in on a daily basis by parents, but certainly no more than a term supply and the amount of medication handed over to the school should always be recorded on both a transit form and the CD Book.

Controlled drugs should be stored in a locked non portable container, such as a safe, and only specific named staff allowed access to it. Each time the drug is administered it must be recorded, including if the child refused to take it. If pupils refuse to take medication, school staff should not force them to do so. The school should inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services. The person administering the controlled drug should monitor that the drug has been taken. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act. As with all medicines any unused medication should be recorded as being returned back to the parent when no longer required. If this is not possible it should be returned to the dispensing pharmacist. It should not be thrown away.

6. Non Prescription Medication Where possible,

The school will avoid administering non-prescription medicine. However, we may do so, if requested by the parent, if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only, perhaps to finish a course of antibiotics, to apply a lotion or the administration of paracetamol for toothache or other pain. However, such medicines will only be administered in school where it would be detrimental to a child's health if it were not administered during the day.

A child under 16 should never be given aspirin-containing medicine, unless prescribed by a doctor.

If non-prescription medication is to be administered, then the parent/carer must complete an Administration of Medicine Consent form (Appendix 2), and the same procedure will be followed as for prescription medication (Appendix 1). The medicine must be provided in its original container, with dosage information on it. The parent's instructions will be checked against the dosage information, and this will not be exceeded.

7. Administering Medicines Medicines

will only be administered by members of staff who have been trained in the safe administration of medicines. This will usually be the Teachers or Residential staff member, but in their absence another appropriately trained member of staff may carry it out. Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an epipen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so. A list of all staff trained in administration of medicines will be maintained by the residential unit. They will maintain a record of staff trained in specialist medication for children with Health Care Plans.

When a member of staff administers medicine, they will check the child's Administration of Medication Permission and Record form against the medication, to ensure that the dose and timing are correct. They will then administer the medicine as required, and record this on the form.

8. Emergency Inhalers

In line with "Guidance on the use of emergency salbutamol inhalers in schools" March 2015, the school will keep emergency reliever (blue) inhalers for the emergency use of children whose own inhaler is not available for any reason. They will be stored in the Medical Room, along with appropriate spacers. Parents must sign a "Consent form: use of emergency salbutamol inhaler" (Appendix 4) to consent to their child being allowed to use the emergency inhaler. These will be kept in the Asthma file in the Medical Room.

9. Self Management

It is important that as children get older they should be encouraged to take responsibility and manage their own medication. This should be clearly set out in the child's health care plan in agreement with the parents, bearing in mind the safety of other pupils. All students who wish to hold and carry their own medication must have a full risk assessment to deem the maturity and ability of the student for self management would be allowed. If a student, parent and school risk assessment deem the maturity and ability of the student is of a safe and adequate level it would fall on the headteacher for the final decision.

Staff should be aware of the need for asthmatics to carry medication with them (or for staff to take appropriate action). Children should know where their medicines are stored.

10. Refusing medication

If a child refuses to take medication staff should not force them to do so, but note this in the records and inform parents of the refusal. If the refusal leads to a medical emergency, the school will call the emergency services and inform the parents. And a phone call home to the parents informing them of the refusal.

11. Offsite Trips

It is good practice for schools to encourage pupils with medical needs to participate in off site visits. All staff supervising visits should be aware of any medical needs and relevant emergency procedures. Where necessary, individual risk assessments will be completed. A member of staff who is trained to administer any specific medication will accompany the pupil and ensure that the appropriate medication is taken on the trip. Inhalers must be taken for all children who suffer from asthma.

Travel Sickness - Tablets can be given with written consent from a parent but the child's name, dosage, time of dose and any possible side effects (the child must have had the travel sickness preventative at home before the trip in case of side effects) should be clearly marked on the container, which must be the original packaging. Parents will need to complete an Administration of Medication Permission and Record form.

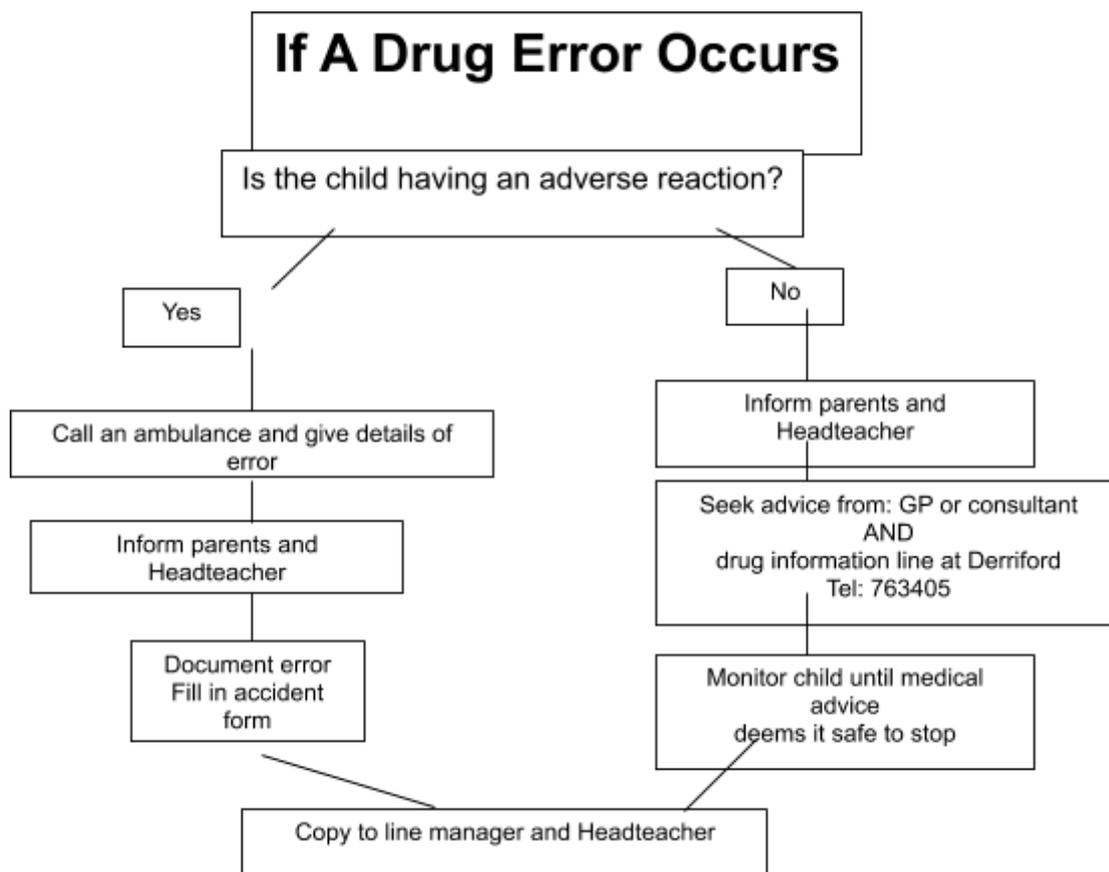
Residential visits (overnight stays) – All medicines which a child needs to take should be handed to the teacher in charge of the visit. The only exception are asthma inhalers, which should be kept by the child themselves. The parents will sign a consent form all medicines which they need to take during the visit, and follow the Overnight School trip policy – see example form in Appendix 5

12. Disposal of Medicines

The residential unit will check all medicines kept in school each term to ensure that they have not exceeded their expiry date. Parents/carers will be notified of any that need to be replaced. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

Sharps boxes should always be used for the disposal of needles. There is a sharps box in the Medical Room. If any child requires regular injections (eg. Insulin), they will have their own sharps box which can be taken off site with them on trips etc. The parents will be notified when the box is almost full so that they can bring in a new box and take the full box for disposal.

13. Medication Error



The first point of contact if the British National Formulary this allows the reader all information to do with max dose and strength of all medications along with contradicting indications 'mixing different types of medications'. all known side effects,

Phoning 111 is advisable depending amount, strength and type of medication that has been absorbed, injected, ingested or inhaled. The patient safety leaflet that comes with in each box is also useful as it holds important including an overdose or missmedication protocol.

Check the medical care plan of any useful information

Phone SLT and inform once the above has been carried out and completed.

14. Guidance for checking and administering medication

- .Check the medication is for the correct person /student
- .Check the medication is correct
- .Check the strength is correct
- .Check the timing is correct
- .Check the quantity is correct
- .Check the package and packet is correct and in good order

Procedure for administering medication

Wash hand

Open medical locker and get the correct medication out of the locker

Confirm the medication is correct for the student and right times, strength

Check the medication is correct (show your second person to confirm medication is correct)

Check the quantity is correct (show your second person to confirm medication is correct)

Administer medication to students

Complete CD book or MARS

This procedure should be completed with only the imidert people involved (eg the person administering the medication , the checker (witness) and the student both the administrator and the witness are to both check all of the above before administering any medication.

Appendix 1 – Administration of Medication Permission and Record (**Prescription medication**)



Mount Tamar
Aspire - Adventure - Achieve

Row Lane
Higher St Budeaux
PLYMOUTH PL5 2EF
Tel: (01752) 365128

E mail: mount.tamar.school@plymouth.gov.uk

Website: www.mounttamar.org.uk

Headteacher: Mr Brett Storry BSC (Hons) NPQH
Mount Tamar Residential School Parent/ Carer agreement for administering medicine.

Prescription medication

Eg, from a Doctor or Pharmacist

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

Name of child	
Date of birth	

Medicine

Name/type of medicine <i>(how the parent / carer wants the medication issued to the student)</i>	
Dosage and method	mg Oral
Expiry date (if known)	
Timing (when medication should be taken)	
Are there any side effects that the school/setting needs to know about?	Yes No
Procedures to take in an emergency	PHONE HOME

NB: Medicines must be in the original container as dispensed by the pharmacy with the medical leaflet that comes with the box.

Name of parent /carer	
Signature	
Daytime telephone no.	
Relationship to child	Mother
Address	Please see school records

Important information below

- A new form is to be completed for each different type medication and whenever there is a change to the current.
- Any surplus medication that is left at the end of term will be destroyed following guidance from the DFE. If you would like any of the medication that is left you must come into school and collect before the school closes on the last day.

Appendix 2 – Administration of Medication Permission and Record (**Non - Prescription medication**)



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Headteacher: Mr Brett Storry BSC (Hons) NPQH
Mount Tamar Residential School Parent/ Carer agreement for administering medicine.

Non - Prescription medication

Eg,supermarket

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

Name of child	
Date of birth	
Medicine	
Name/type of medicine <i>(how the parent / carer wants the medication issued to the student)</i>	
Dosage and method	mg Oral
Expiry date (if known)	
Timing (when medication should be taken)	
Are there any side effects that the school/setting needs to know about?	Yes No
Procedures to take in an emergency	PHONE HOME

NB: Medicines must be in the original container as dispensed by the pharmacy with the medical leaflet that comes with the box.

Name of parent /carer	
Signature	
Daytime telephone no.	
Relationship to child	Mother
Address	Please see school records

Important information below

- A new form is to be completed for each different type medication and whenever there is a change to the current.
- Any surplus medication that is left at the end of term will be destroyed following guidance from the DFE. If you would like any of the medication that is left you must come into school and collect before the school closes on the last day.

Student Name

Serial number



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TRANSITING MEDICINES SIGNATURE

Type of medication

Number Tablets in the box

Expiry date

Parents /Carer Signature

By staff signing this form they are taking liability and control of the above medication.

This form is used for both controlled and uncontrolled medication.

Staff need to confirm all above details and are correct and it is the staffs responsibility to annotated the above details into the **CONTROLLED DRUGS RECORDING BOOK** if needed and all medication is to be locked away in the safe.

Staff Signature

Second staff signature if medication amount is incorrect to the above amount on receipt.

Second Staff Signature

Date

Time

Appendix 4 – Consent form: Use of Emergency Salbutamol Inhaler



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CONSENT FORM: USE OF EMERGENCY SALBUTAMOL INHALER

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they keep in school.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable,

I consent for my child to receive salbutamol from emergency inhaler held by the school for such emergencies. Signed:.....

Date:..... Name

(print):.....

Child's name:.....

Class:.....

..... Parent's address and contact details:

.....
.....
.....

Telephone:.....

E-mail:.....



Staff Guidance

Medication Administration during Overnight School Trips

Guidelines for medication administration during overnight school trips will follow School Policy for the administration of medication to students.

If the school nurse does not accompany students on a trip, the student's teacher, principal, or other Member of SLT will be responsible for medication administration. Each individual designated to administer medications will receive Medication Administration for School Personnel training via Boots online Course .

Records for controlled drug registers

Separate records should be kept for each drug and different doses of controlled drugs. Electronic registers must be capable of displaying the name, form, and strength of the drug so that the details appear at the top of each display or print out.

When controlled drugs are obtained (from 1 February 2008), the regulations require information to be recorded in the Controlled Drugs Records (CDR), under the following specified headings:6

- Date supplied
- Name and address of person or firm supplied
- Detail of authority to possess—prescriber or licence holder's details
- quantity and form in which supplied.

For overnight school trips:

1. The administration of medication to students shall be done only when the student's health may be jeopardized without the medication. Any medication to be administered to a student will be kept in the possession of the Lead teacher or designated school staff who is qualified to issue out tablets.
2. Only medications that are "medically necessary" should be requested for administration. Please refrain from requesting administration of multivitamins, herbal or dietary supplements.
3. An Authorization for Administration of Medication by School Personnel form must be submitted by the parent for each medication (all prescription and over-the-counter medications) that will be needed during the trip and/or for doses of medications that are not ordinarily administered by school personnel. Forms must be completed in their entirety.
4. Inhalers and emergency medications may be carried by students who have an Authorization for Self-Carry Administration of Medication form on file in the health office.
5. All medication forms and consents must be returned to the school nurse no later than 1 weeks prior to the trip.
6. The parent will provide the school Nurse or the designated school employee with the original labeled prescription bottle with the appropriate amount of medication in it. Bottles containing medication that exceeds the number of the days of the trip will not be accepted. **Medications in baggies or in unlabeled or incorrect bottles will not be accepted. The medication must match the bottle it is in.**
7. Daily medication logs will be completed by the person designated to administer medication on the trip.
8. If parents accompany their children on the trip, they will be responsible for the administration of medication to their own child. If this occurs, the individual designated to administer medications will document parent administration of the medication on the daily medication log as this would be the parents responsibility .
9. To meet unforeseen minor medical concerns (headache, cramps, diarrhea, etc.), the administrator in charge of the field trip will have a stock supply of over-the-counter medicines that he or she can give students with written permission from their parent to receive the medicines. These medicines will be: Calpol, paracetamol, Ibuprofen, and Benadryl. This would need to be completed on a non-prescription Form.

The Medication Permission form must be signed by the parent and returned to the school Trip Lead no later than one week before the trip. This will allow time for the qualified medical administrator, normally the lead teacher to review and collate the information to give to the administrator.

All medications including Controlled Medications would need to receipt on arrival and form (**Transiting medication** form would need to be completed by both parent and staff)

'This protects Mount Tamar staff against any discrepancies. Information needed from the parent /carer'

1.Type of medication

Medication generic name and not the brand.eg paracetamol not panadol

2. Number of tablets,capsules in the box/container

Open box and count every table don't just assume the number is correct on the outside of the box.

3.Expiry date and batch number

This is just incase of a recall of medications happens

4. Parent /Carer Signature

This confirms all information is correct above

Remember

All medication legally needed to be in the original box with the information leaflet inside, if the parent wants some of the medication ask if you can keep the box and amount you need and the percent and the parents can keep the remaining medication.

Now you have confirmed the medication Name ,Strength, and form along with expiry and quantity you need to acquire permission from the Parent /Carer this need to be in writing on a permission form . Check and confirm this is the same as the original box /container

'Mount Tamar Residential School Parent/ Carer agreement for administering medicine.'

There are two type of permission forms

Prescription medication

most medications from a pharmacy that you would need a prescription for.

Non - Prescription medication

eg Paracetamol, ibuprofen medication you can buy over the counter of a supermarket.

Once you have ownership of all medication required for your trip all Controlled medications are required by law to be kept in or on a controlled drugs register, these records are kept for 7 years this would be held after the trip by the Schools Accounting Office. Please see Annex D copy of this form.

A New clean page will be needed for every type of medication this is Law for **Controlled Medication** however it is good practice to do this routine for all medication not just controlled. And saves the need for a Medical administrative record sheet (MARS) as it covers all important information for a short trip.

The Medical Care Plan

Now that you have confirmed medication is correct and documented on or in a register check the medical care plan is current and correct. The Medical Care Plan contains information. This needs to be checked and signed by the parent informing use is correct or needs amending, this is required by law as it holds all necessary emergency information.

***This information on return from the trip will be updated on the electronic system and paper copy will be Filed **.

- 1.Allergies
- 2.Parent information contact number ect
- 3.Medications and timings
4. Students doctors surgery
- 5.Next of kin details

Rules for storing Medications (Controlled Drugs)

All medication should be stored in a locked Medical Drugs locker in a locked room as per Misuse of drugs Act.

However while on a residential trip it would be acceptable to have medication kept in a locked tin or bag within a locked room as it's not always possible to have a Controlled Drugs (CD) locker to hand.

Going Abroad

Patients travelling abroad with controlled drugs

A Letter from your doctor explaining you are going on a school residential trip and you currently take controlled medication that is prescription is for your medical condition. This

should help pass through UK customs with controlled drugs. To prevent problems on entering another non EU country, patients are advised to contact the embassy of that country to check the local regulations on the importation of controlled drugs.

Controlled drugs should be kept in the original packaging and carried in hand luggage, together with a Letter from the prescribing doctor confirming the carrier's name, destination, and drug details (including amounts).

Criminal offences

Failure to comply with the requirements of the regulations controlling the supply, safe custody, and record keeping for controlled drugs can result in criminal proceedings, with the prospect of fines or imprisonment on conviction. Referral to the General Medical Council is automatic following conviction, but can also be made in the absence of prosecution.

Medical Checklist

1. Transition form for receiving medication new form for every medication.
2. Prescription Medication form every medication and different strength
3. Register for controlled medication by law but all medication is good practice
4. Request medical care plans from the medical admin department prior to receiving medication confirm it is correct with the parent /carer.
5. Copy of Certificate of the qualified medical administrator
6. Signature sheet of all staff who have issues or witness medications

Annex A Transiting Medicine Signature

Annex B Prescription medication

Annex C Non - Prescription medication

Annex D Medical Administration record sheet (M.A.R.S)

Annex E Controlled Drugs Signature Sheet

Annex F Medical Care Plan

Annex A

Student Name

Serial number



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Transiting Medicine Signature

Type of medication

Number Tablets in the box

Expiry date

Parents /Carer Signature

By staff signing this form they are taking liability and control of the above medication.

This form is used for both controlled and uncontrolled medication.

Staff need to confirm all above details and are correct and it is the staffs responsibility to annotated the above details into the **CONTROLLED DRUGS RECORDING BOOK** if needed and all medication is to be locked away in the safe.

Staff Signature

Second staff signature if medication amount is incorrect to the above amount on receipt.

Second Staff Signature

Date

Time

Annex B Prescription medication



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Prescription medication

Eg, from a Doctor or Pharmacist

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

Name of child

Date of birth

Medicine

Name/type of medicine
(how the parent / carer wants the medication issued to the student)

Dosage and method

mg Oral

Expiry date (if known)

Timing (when medication should be taken)

Procedures to take in an emergency

PHONE HOME

NB: Medicines must be in the original container as dispensed by the pharmacy with the medical leaflet that comes with the box.

Name of parent /carer

Signature

Daytime telephone no.

Relationship to child

Mother

Address

Please see school records

Important information below

- A new form is to be completed for each different type of medication and whenever there is a change to the current.
- Any surplus medication that is left at the end of term will be destroyed following guidance from the DFE. If you would like any of the medication that is left you must come into school and collect before the school closes on the last day.

Annex C Non - Prescription Medication



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Eg,supermarket

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Name of child

Date of birth

Medicine

Name/type of medicine
(how the parent / carer wants the medication issued to the student)

Dosage and method

mg Oral

Expiry date (if known)

Timing (when medication should be taken)

Procedures to take in an emergency

PHONE HOME

NB: Medicines must be in the original container as dispensed by the pharmacy with the medical leaflet that comes with the box.

Name of parent /carer

Signature

Daytime telephone no.

Relationship to child

Address

Please see school records

Important information below

- A new form is to be completed for each different type medication and whenever there is a change to the current.
- Any surplus medication that is left at the end of term will be destroyed following guidance from the DFE. If you would like any of the medication that is left you must come into school and collect before the school closes on the last day.

Annex E Controlled Drugs Signature Sheet



Controlled Drugs Signature Sheet

All staff attending the school residential trip who might have any involvement with medication such as issuing medication or witnessing medication being taken .

1. Trip Leader normally qualified person

Print name-

Signature-

Other staff (Normal witness)

1. Print name-

Signature-

2. Print name-

Signature-

3. Print name-

Signature-

4. Print name-

Signature-

Medical Checklist

1. Transition form for receiving medication new form for every medication.
2. Prescription Medication form every medication and different strength

3. Register for controlled medication by law but all medication is good practice

4. Request medical care plans from medical admin department prior to receiving

5. medication confirm correct with parent /carer.

5. Copy of Certificate of the qualified medical administrator

6. Signature sheet of all staff who have issues or witness medications



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Row Lane
Higher St Budeaux
PLYMOUTH PL5 2EF
Tel: (01752) 365128

Medication Care Plan

Students Name-

DOB-

Date-

Phone number

Home Address-

Medical Condition	
Prescribed Medication	Yes / No
Will they be medicated in school between the hours of 9-3	
Allergies	Yes / No
Action to be taken if pupil is unmedicated	Phone home , Call Ambulance
Any additional support required from staff	
GP name and address	
CAMS involvement	
Impact on child's learning	
Any other special care required	
Students' Opinions on any of the information above .	
Is you child safe to medicate themselves. (Non controlled medication only) with the approval of the Head Teacher	Yes / No
Has your child been risk assessed to self medicate by school.	Yes / No
Additional notes	

This pupil has the following medication

Medication	Dose	Time

Date completed.....

Parents/ Carer's signature

Scanned and copied onto MountTamar electronic system with student Medical Care Plan

Yes

NO

Date -