



BELVEDERE INTERNATIONAL SCHOOL

ADMINISTRATION OF MEDICATION POLICY

2024-2025

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info@belvedereinternationalschool.com

Hili, Al Ain, United Arab Emirates

www.belvedereinternationalschool.com





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Purpose

The Governors and staff of Belvedere International School (BIS) strive to ensure with regard to procedures for supporting students with medical requirements, including managing medicines.

This policy sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support at school.

Aims

- provide clear guidance to all staff on the administration of medicines
- ensure that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- ensure that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- ensure parents understand their responsibilities in respect of their children's medical needs
- ensure medicines are stored and administered safely
- ensure the above provisions are clear and shared with all who may require them
- ensure that this policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

Administration of Medication

- BIS can only administer medication that has been prescribed by a doctor or when written permission has been given by the parent or carer.
- Ideally medication should be given prior to the child arriving at the school.
- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day).
- All medicines should be given directly to school staff by a responsible adult and will be placed in the medicine cabinet or the fridge.
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration.
- The medicine should be marked clearly with the child's name.

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- The appropriate dosage spoon should be included with all medicines sent to school.
- Any medication administered will be recorded by the designated staff member on a consent form and on the 'Medicine Administration' database.
- Medicines will only be accepted for administration in school on completion of a consent form signed by the parent or carer in advance.

The form will detail:

- The name of the medication / reason for medication
- The dose to be administered
- The time to be administered
- The name of the child
- The signature of the parent
- The signature of the member of staff administering the medication
- A witness signature
- The date

Administrations of Medication forms are securely stored and placed in the child's individual folder after completion.

Roles and Responsibility of the School Staff

Staff at BIS are expected to do what is reasonable and practical to support the inclusion of pupils. This will include administering medicines or supervising children in self-administration. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so.

All medicines are stored securely in the School with access only for staff.

Asthma reliever inhalers are kept in the school within easy access of staff but out of reach of children.

All administrations of medication will be recorded on the medicines database before the completed consent form is placed in the child's file.

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Certain medications require specialist training before use (e.g., Epipens). If the child requires such medication the School Principal in conjunction with the School Nurse will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication.

All staff may administer medication and witnessing the administration. All staff will ensure that the medication is properly labelled and safely stored during the session. Before any medication is given, staff must ensure that:-

- The school has received a written consent form from the parent/carer.
- Another member of staff acts as a witness to ensure that the correct dosage is given.

When the medication has been administered, the member of staff must:

- Record all relevant details on the Record of Medication Given on school database.
- Ensure that the child's parent or carer signs the form to acknowledge that they have been informed the medication has been given.
- Ensure the completed form is given to the School Nurse to be recorded and placed securely in the child's folder.

If a child refuses to take their medication, staff will not attempt to force them to do so. The School Nurse and the child's parent or carer will be notified, and the incident recorded on the consent form.

Parent's Responsibility

In most cases parents will administer medicines to their child themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the parental agreement form with a member of staff before a medicine can be administered by staff.

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Children may be able to manage their own medication e.g., asthma inhalers, under adult supervision, but again, only with parental agreement given through the appropriate paperwork as above.

Parents are responsible for ensuring that all medication kept in school is up to date and physical equipment is in working order.

Parents are responsible for notifying the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the student's need for medication. A child's parent or carer must complete a new Record of Medication consent form for any of the above-said changes in medication.

Long-Term and Complex Needs

Where a child has significant or complex health needs parents should give full details on entry to school or, as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals.

Safe Storage of Medicines

- All medication should be in their original container, or they cannot be given.
- All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children and in an area inaccessible to children under adult supervision.
- All prescription medications should have the pharmacist details and notes attached to show the dosage needed and the date the prescription was issued. This will be checked, along with expiry dates, before staff agree to administer medication.
- Emergency medication, such as inhalers and Epipens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under adult supervision.
- Any antibiotics requiring refrigeration will be kept in an area inaccessible to children.

Managing Medicines on School Trips

On out of school visits the child's Key Worker is responsible for taking and administering the child's medication

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Review Date:	August 2023
Next Review Date:	August 2024

Principal		Date:	
BIS Board of Governors		Date:	

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