

## Administration of Medication in Schools

At some point in their education many children will have a short or long-term medical condition that requires them to take regular medication. Schools and early years settings must have a policy and procedures in place for the administration of medication. This allows the child to attend school safely, parents feel supported and staff feel confident in their role. This course contains statutory and non-statutory guidance on the operation of such a system and the responsibilities of staff and parents.

‘The School and Public Health Nurses Association, SAPHNA, welcome this much needed course to support those working with children and young people with their medication needs whilst in education. This will promote safer practice for all’.



### Course details

- Level 2 course (as graded against the nationally accepted levels)
- One module with a multiple-choice questionnaire
- Two CPD credits\*
- Optional narration of the course module and questionnaire for accessibility
- Personalised downloadable certificate
- 70% pass mark
- Printable module for future reference

\*1 CPD credit equals up to 1 hour of learning

### Course content

**The purpose of the course is to help you understand:**

#### The law:

- The Children and Families Act 2014
- Equality Act 2010
- The Medicines Act 1968
- Misuse of Drugs Act 1971
- The Health and Safety at Work Act 1974

#### The principles for safe practice in administering medication:

- developing and reviewing an individual health care plan (IHCP) for children with ongoing medical needs
- the administration of medication and self-management of medication by children
- the administration of injections, pessaries and suppositories
- the responsibilities of schools in relation to emergency medication
- the storage and disposal of medication in schools.

#### Training

- The training requirements for schools including how to administer prescribed medicine and awareness training for relevant medical conditions.

#### Record keeping

- The requirements for record keeping including consent forms and records of all medicines administered to individual children.

#### School trips

- Planning for activities outside of school such as school trips and residential visits.

#### Good practice in schools:

- the policies and procedures school should have in place
- the need to take into consideration the emotional health and wellbeing of children with medical conditions.

### This course is suitable for

Anyone working in schools with children and young people up to the age of 18.

## 5 Record keeping

Written consent is required for medication to be administered.

Consent forms should include:

- the child's name and date of birth
- medical information such as allergies
- clear instructions for administration
- contact details of parent/carer and GP
- signature of parent and health professional where relevant.



## 9 Helpful resources for medical conditions

Click the buttons.

- Asthma
- Epilepsy
- Infectious Diseases
- Anaphylaxis
- Diabetes
- Cystic Fibrosis
- NHS Choices
- Protocol for emergency asthma inhalers in schools

**Asthma UK**  
[www.asthma.org.uk](http://www.asthma.org.uk)  
 Asthma helpline 0300 222 5800



### Question 8

- 1 2 3 4 5 6 7 8 9 10

Written consent is required for medication to be administered. Consent forms should include:  
 (Pick the 6 correct options)

1. The child's name
2. Date of birth
3. Contact details of parent/carer and GP
4. Name of the key worker
5. Medical information such as allergies
6. What adjustments have been made to the child's day
7. Clear instructions for administration
8. Signature of parent and health professional where relevant



# Key features

- Visually engaging and highly interactive
- Thought-provoking scenarios and test questions
- Answer explanations for those who achieve the pass mark
- Additional resources with further information about medical conditions
- Written in partnership with a registered specialist community public health nurse and the School and Public Health Nurses Association
- Downloadable forms:
  - Individual health care plan (IHCP)
  - Parental consent form
  - Record of medicine administered to an individual child

# Purchase options

1. Available as a standalone course on the EduCare website.
2. Buy as part of one of our multi-course licences. For further information, please call 01926 436212 to discuss purchase options and licences.



# Why choose us?



“ I have recommended EduCare for Education to other schools in my area. The courses are very authoritative – they contain some brilliant modules which really help in the day-to-day running of the school. ”

Duggie Speight  
 Headteacher, Carleton Endowed School

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