



POLICY FOR ADMINISTERING MEDICINES DURING SCHOOL HOURS

The purpose of these guidelines is to clarify the school's position with regard to the administration of medicines. This policy applies to all children including those in EYFS.

Definition of Responsibilities

- Parents or guardians have prime responsibility for their child's health and are responsible for ensuring that he/she is well enough to attend school.
- There is no legal duty which requires school staff to administer medication. This is a voluntary role and staff who volunteer to do so have the support of the School.
- It is the responsibility of the prescribing doctor to specify the dose and medication required, the dispensing pharmacist to ensure the correct name and dosage are clearly visible on the container, the parent to ensure the School fully understands the instructions and the person administering the medicine to check that the correct medicine is given in the correct dose to the correct child.

Procedures

- Medication should only be brought to school when absolutely essential. Whenever possible parents should ask the prescribing doctor or dentist to specify doses which enable medication to be taken outside school hours.
- It should not be necessary to administer medication to children who attend mornings only following an illness.
- Non prescription medication will be given in school but has to be authorized by the Head Teacher in certain circumstances. In such instances or should a pupil regularly suffer from acute pain e.g. migraine, parents should supply appropriate pain killers for their child's use with written instructions about when they should be taken. Arrangements for the storage and dispensing of such medication are the same as for prescribed medication.
- Parents who request that school staff administer medication to their child must complete a 'Request for School to Administer Medication' form available from the school website. It is the parents' responsibility to communicate any changes to instructions given on this form to the school in writing. No child will be given medication unless this form has been completed.
- Medicine should be administered by a trained first aider who has been nominated to administer all medicines to children in a particular class. In their absence, a nominated deputy will fulfil this role. This person should remove the medication from the locked cabinet at the prescribed time. If medicine is to be administered whilst the child is off site (i.e. trip) an alarm should be set on the school mobile before departing. He/she should check the child's name against the name on the medication package/bottle and dosage required as well as the list of medication administered to ensure that it has not been given already.

- All medicine administered should be written on the “Record of Medicine Administered” and signed by the member of staff. This should be counter signed by another member of staff who has actually witnessed the medicine being administered. This must then be signed by the parent on collection of their child to confirm that they are aware of the medicine that has been administered. These record sheets remain at the first aid points and are replaced when completed by the Health and Safety officer. Completed sheets are kept for the period specified in the school’s policy on the retention of records.
- All medication should be handed over to a member of staff. It must have a printed label giving the name of the drug and/or its generic name, the prescribed dose and frequency, its expiry date and the full name of the child.
- Medication that is brought into school must be locked into a locked medical cabinet located in the Medical Room. Medication that needs to be kept refrigerated is stored in the medical fridge in the kitchen.
- Medication taken for a short period should be brought to school daily and handed over to a member of staff, whilst that prescribed indefinitely or over an extended period should be kept at school in the locked medical cabinet.
- It is the parents’ responsibility to collect the medication from the appropriate teacher at the end of the school day.
- All expired or unused medication should be returned to the parent/carer for disposal at the earliest opportunity. Where this is not possible this should be taken to the local pharmacy/Doctors surgery for safe disposal.
- Pupils who may require medication in an emergency e.g. asthma, severe allergy, have this available in the unlocked cabinets located at the first aid points. A medical management plan will be agreed with his/her parents prior to his/her start at the School. This is updated annually or as necessary.
- Emergency medication for pupils moving off site either for a school trip is taken by the member of staff accompanying the children.

This policy will be reviewed annually
Policy reviewed: September 2016 by JH/LS
Next review date: September 2017 by JH/LS