

St. Anne's



Administration of Medicine Policy Foundation Stage

Only medicines prescribed by a child's doctor (including inhalers) can be administered by staff. Where it is reasonably practicable for a parent to attend school to administer medicine, this is the preferred procedure. In such cases the medicine will be kept by the parent and not left at school. Non-prescription medication e.g. pain & fever relief can only be administered upon completion of a medicine request form by the parent and only if there is a reasonable health reason to do so. Medicines containing aspirin e.g. ibuprofen can only be given if prescribed for that child by the doctor.

If it is not possible to operate the above procedure the class teacher will arrange for the administration of medicine. The following safeguards must be observed:

- Parents should complete a request form (appendix A) and give it and the medicine directly to the office staff. This form confirms that it is necessary, in the view of the child's doctor, dentist, nurse or pharmacist for the child to receive medicine during school hours.
- Parents/Carers will need to deliver/collect the medicine directly to/from the above staff upon dropping off or collecting their child. No medicines can be administered without a completed medicine request form.
- All medicines must be clearly labelled with the date, contents and name of the pupil and dosage as prescribed by the child's doctor or practitioner. The medicine must be in the bottle/packaging in which it was prescribed. The dosage on bottle/packaging must be the same as stated on the request form.
- Inhalers and forms should be given to staff who will be responsible for providing a safe place of storage. A completed inhaler form must be obtained. A spare inhaler should be kept in the school labelled with the child's details by the parent/carer.
- Any special storage requirements for the medicine must be complied with, e.g. stored in a refrigerator. Medicines must be stored in the containers they were prescribed in. The medicine must be kept secure and inaccessible to children.
- Records must be kept of medicines administered: in the event of long term complaints an individual record sheet must be kept and in the cases of children receiving a course of treatment, a weekly record will be kept. All records should be retained for one year.
- If the school is left with any unused medicine and the expiry date has passed, staff should contact the parent to return medication.
- A separate record will be kept of any children suffering from potentially serious conditions. **All staff** in school should be aware of the conditions pertaining to these children and the action they should take in the eventuality of an emergency.
- If a child has long term medical needs then full written information is required from the parent and all staff should be aware. If the administration of medicine requires technical/medical knowledge then individual training should be provided for staff from a qualified health professional. Training should be specific to the individual child concerned.