



## Administration of Medication Policy

### Woodlands CE Primary School

#### Policy Review

This policy will be reviewed in full by the Governing Body every two years.

The policy was last reviewed and agreed by the Governing Body on

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It is due for review in January 2021

Signature .....  .....

Headteacher

Date ..22-1-19.....

Signature .....  .....

Chair of Governors

Date ..22-1-19.....

# WOODLANDS C. OF E. PRIMARY SCHOOL

## Administration of Medicines Policy

The Governing Body and staff of Woodlands C of E Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so. (Staff will be given appropriate training and guidance).

Pupils should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, and as a school we have a duty to plan how administering medicines can be accommodated in school and on educational visits to allow children who have medical needs to attend.

The school will only accept:

- Medicines prescribed by a medical practitioner
- Medicines that need to be administered in excess of 3 times per day.
- Medicines in their original container
- Containers with labelling identifying the child by name and with original instructions for administration
- Medicines such as hay fever/migraine medication or eczema creams, along with a completed health care plan - written and agreed by Mrs Gibson, school nurse and a parent/carer.
- Administration of Calpol or Ibuprofen can be given if in the original packet, with written consent from the parent/carer. (This may be by email).

Each item of medication must be clearly labelled by the parent/carer with the following information:

Pupil's name

Pupil's date of birth

Name of medication

Dosage

Frequency of dosage

Date of dispensing

Storage requirements if necessary

Expiry date

Medicines must be handed into the main office, or handed to the member of staff in breakfast club. These medicines are then kept in the medicine fridge in the main office.

On accepting medication, the parent/carer must sign a form disclosing all details and giving permission for the medication to be administered by a member of staff (See Appendix 1).

Parents must make it clear whether the medication can be kept in school for the duration of the administration, or whether it needs collecting from the office at the end of school. This must be done by the adult collecting the pupil..

When administering, the named adult must complete the record of medication form showing the date and time and details/dosage of the medication. This form must be kept in a designated file in the school office. (See Appendix 2).

If pupils refuse to take the medication, the school staff should not force them to do so. The school should inform the child's parents as a matter of urgency and call the emergency services if needed.

Under no circumstances should a parent/carer send a child to school with any medicines, e.g. throat sweets/tablets, without informing the school. These could cause a hazard to the child or to another child if found and swallowed.

### **Long term medical needs**

Where a child has long-term medical needs, a care plan must be written with the assistance of the school nurse and in the presence of the parent/carer of the named child. This may also result in an individual risk assessment also being required. The care plan must be followed and reviewed annually or more frequent if required. It is the parent/carers responsibility to inform the school of any changes to the child's condition that may require the details of the care plan to be altered. The Headteacher must ensure that named staff are trained to administer or give the level of care required by the details of the care plan. All staff are aware of the child's medical needs, including kitchen staff and wrap around care staff.

As a school, we try to ensure that we have sufficient information about the medical condition of any child with long-term medical needs and will request meetings with parents/carers and recognised medical practitioners regularly to provide the correct level of training. Training should be specific to the individual child concerned.

There will also be regular/annual training for all staff on more generalised needs e.g. asthma awareness and epi-pen training, diabetes and epilepsy. The school is well supported by the School Nurse who provides staff with advice and any relevant training on request.

It is the parent's responsibility to monitor the expiry date of any medication kept in school, and be responsible for bringing new medication into school.

Medication will be sent home at the end of the school year for parents to check. At the start of the new academic year, a new form can be completed and the medication sent back into school.

### **Process for the Administration of Medicines during residential visits- all medical needs.**

For the purpose of residential visits, there will be a named person with responsibility for the administration of medicines and care of children as above. Parents/carers will be asked to complete a form and may be required to meet with the named staff to ensure they are aware of all medical requirements. In the case of higher levels of care e.g. intimate care, the named member of staff will also meet with the school nurse, or other recognised medical advisor to ensure that they are trained in dealing with the level of care required.

Chair of Governors \_\_\_\_\_

Date \_\_\_\_\_

Headteacher \_\_\_\_\_

Date \_\_\_\_\_

Policy to be renewed December 2020



**Medication administration request form (Appendix 1)**

Child's name \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_

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Class \_\_\_\_\_

Condition or illness \_\_\_\_\_

**Contact information:**

**Family contact 1**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Work telephone \_\_\_\_\_ Home telephone \_\_\_\_\_

**Family contact 2**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Work telephone \_\_\_\_\_ Home telephone \_\_\_\_\_

**Medication**

Name/type of medication (as described on the container): \_\_\_\_\_

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How long will your child take this medication: \_\_\_\_\_

Date dispensed: \_\_\_\_\_ Expiry date: \_\_\_\_\_

**Full directions for use**

Dosage and method \_\_\_\_\_ Timing \_\_\_\_\_

Special precautions \_\_\_\_\_

Side effects \_\_\_\_\_

Procedures to take in an emergency \_\_\_\_\_

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I understand that I must deliver the medicine personally to the main office and accept that this is a service, which the school is not obliged to undertake.

I am also responsible to monitor the expiry date of medication in school and provide new medication when necessary.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or medicine is stopped.

Signature: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Date: \_\_\_\_\_

Headteacher \_\_\_\_\_

Form copied to:    Parents    SENCo    Class teacher    Medical File



