



## MEDICATION POLICY

*This policy supports the school vision*

**SEEKING ↗ SERVING ↗ SOARING ↗**

### Aim

The aim of this policy is to ensure that children with medical needs receive proper care and support in school, in line with the school's aim to promote the good health of all the children. Medicines should only be taken to school when essential; that is where it would be detrimental to the child's health if the medicine were not administered during the school day. Parents are encouraged to ask the prescriber about the possibility of prescribing the medicine in doses which can be taken outside the school day. All medicines, with the exception of asthma inhalers belonging to children, should be kept in the fridge or the medicine cabinet in the staff room; for pupils in Reception, in Owllet Class office and fridge.

### Roles and Responsibilities

**It is the responsibility of the school staff** to ensure that they only administer prescribed medicines in accordance with the procedure outlined in this policy. Staff should never administer non-prescription medicines. If in any doubt about any medicine, staff should not administer the medicine, but check with the parents or a health professional before taking further action. If members of staff have any other concerns related to administering medicine to a particular child, the issues should be discussed with the parent, if appropriate, or with a health professional.

**It is the responsibility of the parents** to provide medicines in the original container as dispensed by a pharmacist and including the prescriber's instructions for administration. Parent should not provide non-prescription medicines because the school's policy is that staff will not administer these. The school does not allow children to keep or administer any medicines to themselves, other than asthma inhalers.

**All parents** should include a signed letter giving the school permission to administer the medicine with the medicine and prescriber's instructions.

### Procedures

#### 1. Procedure for managing prescription medicines in school

- The school will only accept medicines which have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- The school will only accept medicines which are in the original container as dispensed by a pharmacist and which include the prescriber's instructions for administration.

- The school will not accept medicines which have been taken out of the container as originally dispensed nor make changes to dosage on parental instructions.
- The school will not accept non-prescription medicines.
- No child under 16 should be given medicines without their parent's written consent.
- It is good practice to have the dosage and administration witnessed by a second adult.
- Staff administering medicines to children should check:
  - written permission from the parent
  - medicine is in the original container and includes the prescriber's instructions for administration
  - child's name, prescribed dose, expiry date
  - written instructions provided by the prescriber on the label or container

Staff must complete and sign a record each time the medicine is given and return the medicine to fridge or medicine cabinet in the staffroom. For pupils in Reception, medicines are recorded in the Owlet medicine file in the Owlet office. Asthma inhalers are stored in classrooms.

## **2. Procedure for managing prescription medicines on trips and outings**

Staff administering medicines during off site visits must follow the same procedure as in school. The group leader should carry the medicine, instructions and letter of permission or class diary with them at all times, and the administration should be recorded. If it is not possible to keep any medicines appropriately e.g. refrigerated on a school trip the situation should be discussed with the parent to agree what action should be taken.

## **3. Children with long term or complex medical needs**

The school should be informed of any particular need before the child is admitted to the school, or when a child first develops a medical need. Parents will be asked to provide sufficient details to ensure that the school is aware of any impact the medication may have on the child's experiences in the school setting. When necessary, a written health care plan will be developed by the school, involving parents and relevant health care professionals, for individual children and appropriate training will be provided for staff.

## **4. Children carrying or taking medicines themselves**

Children may administer their own asthma inhalers under the supervision of an adult. The school does not allow children to carry or take any other medicines, including non-prescription medicines, such as Calpol, themselves.

## **5. Record Keeping**

All staff should keep a record of all medicine administrations. These should include

- Date
- Child's name
- Name of medicine
- Time given
- Dose given
- Any reactions
- Signature and name of staff member

## **6. Safe storage of medicines**

All medicines, except asthma inhalers for children, should be stored in the fridge or the medicine / first aid cabinet in the staff room. Where possible, medicines should be returned to the parent at the end of the day. Large volumes of medicines should not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with the medical instructions (paying particular note of temperature) in the original container in which it was dispensed. Non-healthcare staff should never transfer medicines from their original containers. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of the administration. Asthma inhalers are stored in classrooms and are taken on off-site visits by the accompanying adults.

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all medicines, they should be taken to the local pharmacy for safe disposal.

### **Further information**

Details on procedures for emergencies can be found in the school's Accident Incidents and Near-misses Procedure and Critical Incident and Emergency Plan. Further information about supporting children with medical conditions can be found in the school Policy for Supporting Pupils at School with Medical Conditions.

### **Policy review**

Date reviewed: March 2020

Head teacher:

Chair of Governors:

Next review: March 2021