



Medicines Policy

Approved by: Headteacher

Date: 30 September 2021

Last reviewed on: 30th September 2021

**Next review due
by:** September 2024

Overview

Where children have been prescribed medications by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need medication during school hours have their needs met in such a way that they retain the fullest access to the life and work of the school. This policy sets out how school will establish safe procedures.

Objectives

- To keep medication safe in school
- To ensure that children who need to take medication while they are in school have their needs met in a safe and sensitive manner
- To make sure provisions for the supervision and administration of medication in school time

Prescription Medication

- Medication prescribed by a doctor, or other authorised health care professional can be administered in school
- Only medicines to be taken four times a day, and which are for a long-term or re-occurring illness will be administered by school staff.
- Only members of staff that are first aid trained and authorised by the Headteacher may supervise and administer medication. In an emergency, the Headteacher will make appropriate alternative arrangements. In some circumstances, as determined by the Headteacher, a child's parent or qualified, specialist nursing staff may be asked to visit school to administer the medication. This will not be the case for regular orally administered medicines such as antibiotics.
- Parents must complete a 'Parental agreement for setting to administer medicine' form. (Appendix A)
- For specialist medicines, parents must visit the school to discuss what is being requested and to agree the procedures proposed by the school.
- Medication must be sent into school in its original container, with original pharmacy label detailing the child's name and dosage.
- Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator, the Headteacher will decide how it is to be stored.
- When pupils needing medication are on visits away from school, the school will do its best to see that, as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parent will be requested to accompany them on such visits and outings.

Storage and Access to Medicines

All medicines apart from emergency medicines (inhalers, epi-pens etc) are kept in a locked cupboard. Emergency medicines such as inhalers and epi-pens are kept in the child's classroom in a clearly identified container. Staff must ensure that emergency medication is readily available at all times i.e. during outside PE lessons and educational visits. Medicines are always stored in the original pharmacist's container. In the event that a pupil requires an emergency medication that must be locked away, staff will be fully briefed on the procedures for obtaining the medication in an emergency. Medicines that require refrigeration are kept in the Staffroom fridge, clearly labelled.

Record Keeping

Records of all medicines administered are kept in the school office. 'Record of medicine administered to all children' (Appendix B)

This includes medicines administered by staff during all educational visits. 'Record of medicine administered to an individual child' (Appendix C)

Recording Errors and Incidents

If for whatever reason there is a mistake made in the administration of medication and the pupil is:

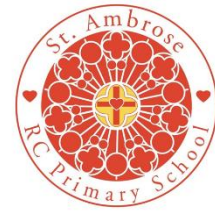
- Given the wrong medication
- Given the wrong dose
- Given medication at the wrong time (insufficient intervals between doses)
- Given medication that is out of date
- Or the wrong pupil is given medication

Incidents must be reported to the head teacher immediately who will inform the pupil's parent/guardian. Details of the incident will be recorded. Records must include details of what happened, the date, who is responsible and any effect the mistake has caused.

Outcomes

The school will do all that it can to ensure that children with medical and special needs will have as little disruption to their education as possible. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication. Parental agreement for setting to administer medicine

Appendix A



Parental agreement for setting to administer medicine

St Ambrose RC Primary School not give your child medicine unless you complete and sign this form.

Name of child	
Date of birth	
Class	
Medical condition or illness	
Medicine Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration - y/n	
Procedures to take in an emergency	
NB: Medicines must be in the original container as dispensed by the pharmacy Contact Details Name	
Relationship to child	
Contact Number	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to St Ambrose staff administering medicine in accordance with the Medicines policy.

I will inform the school, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____

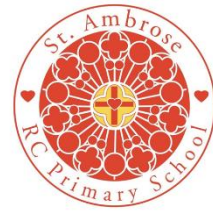
Appendix B

Record of medicine administered to all children



Date	Child's Name	Time	Name of Medicine	Dose	Any reactions	Signature	Print Name

Appendix C



Record of medicine administered to an individual child

Name of child	
Date medicine provided by parent	
Class	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date	
Time given	
Dose given	
Name of member of staff	
Staff initials	
Witnessed by	

Date	
Time given	
Dose given	
Name of member of staff	
Staff initials	
Witnessed by	