



## Administering Medicine at School

<b>This policy will be reviewed annually</b>
Policy reviewed: June 2018 by A. Morrison and S. Lisk
Next review: June 2019 by A. Morrison and S. Lisk

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.
- Non-prescription medication may be given in school on an occasional basis. 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 medication request 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.
- Class teachers are responsible for ensuring that painkiller and antibiotic medication is given to the children in their class where requested by the parent, although this may be administered by the class learning support assistant. All EYFS staff have a current paediatric first aid qualification. All medication should be given to Mrs Lisk (ELM class) when it first comes into school to log and check details. 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.
- Once checked it will be handed over to the class teacher with all relevant instructions and the form that has to be filled in twice (one for the parents and one for the school file). EYFS need to photocopy the form and ask the parent to sign it at the end of the day and file it in

*WCPS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.*

the folder in the office. Completed sheets are kept for the period specified in the school's policy on the retention of records.

- No medication can be administered without proper authorisation.
- The class teacher should remove the medication from the locked cabinet/fridge 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 medication except Epi pens are stored in a locked non portable cabinet on the wall outside the EYFS classroom. There is a list of all medications and a signing in and out sheet for staff to complete when medications are taken by staff on trips and sports fixtures.
- Medication that needs to be kept refrigerated is stored in the fridge in Orchard Hall.
- Medication taken for a short period should be brought to school daily and handed over to Mrs Lisk, medication that is 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.
- Epi pens for individual boys are kept in the teaching space where they spend the majority of the school day. All medication or medical equipment must be clearly labelled with the child's name with full instructions for administering. They are stored in a drawer of the teacher's desk which is clearly labelled.
- Those with special conditions such as asthma, diabetes, epilepsy, allergies requiring epipens etc are required to have medication in school which is administered by the First Aider. An additional action plan form for boys with asthma must be signed by their GP. All possible precautions are taken to ensure that boys with allergies are not exposed to risk. Class teachers, playground supervisors and all first aiders are fully briefed by parents of their son's condition. Emergency medication for pupils moving off site either for a school trip is taken by the member of staff accompanying the children.
- There is emergency paracetamol, ibuprofen and ventolin that can be administered if authorisation is given by the parent. Emergency medication is taken on all trips and sports fixtures; but only used once the school has contacted the parent or written permission has been given.
- Staff who have their own medication in school should keep it locked in the first aid cabinet in the Oak classroom corridor and sign on the temporary medication sheet. Staff that have their own medication that requires refrigeration must keep it in the Orchard Hall kitchen fridge. The key for the kitchen is above the door.