



Administering Medicines Policy

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1. Policy Aims

- To support regular attendance of all pupils
- To ensure staff understand their roles and responsibilities in administering medicines
- To ensure parents understand their responsibilities in respect of their children's medical needs
- To ensure medicines are stored and administered safely

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, they should remain at home to be cared for and looked after. Even if they have improved, children may not return to school for at least 48 hours after **the last time of** diarrhoea and vomiting.

The school is committed to ensuring that children may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school. This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

This policy should be read in conjunction with the school's:

- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Health & Safety Policy

2. Prescription Medicines

In most circumstances the dosage of antibiotics can be arranged so that administration is not required during school hours.

Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day).

Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration.

Medicines will only be accepted for administration in school on completion of the appropriate form by a parent or carer.

All medicines should be taken directly to the school office by a responsible adult.

Children must not carry medicines themselves for self-administration during the day.

The medicine should be clearly marked with the child's name and class.

The appropriate dosage spoon should be included with all medicines sent to school.

Any medicine administered will be recorded by the staff member in the Medication File in the school office.

3. Non-Prescription Medicines

We will administer non-prescription medicines if there is a compelling reason, for example, seasonal use of anti-histamines. They must also be handed in at the office by a responsible adult and they will not be given to children without prior written permission from parents as above.

Any medication should be clearly marked with the child's name and class.

Children must not carry medicines themselves for self administration during the day.

Medicine must be collected from the office and taken under the supervision of an adult.

Any non-prescription medicine administered will be recorded in the Medication File in the School Office.

We will not give paracetamol or ibuprofen routinely as their primary use is to control raised temperature for which a child should be at home. If advised by a doctor, we will give them for pain relief.

We do not allow cough sweets in school.

4. Roles and Responsibilities of School Staff

Staff at Guildford Grove Primary School are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self administration. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so.

Prescription and non-emergency medication is administered by a member of the office team.

Emergency medication (i.e. inhalers and epi-pens) is administered by the most appropriate member of staff present at the time.

Staff must complete the 'Medication Record File' kept in the office each time medicine is administered within school time.

5. Parents' Responsibility

In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the parental agreement form kept in the office before a medicine can be administered by staff.

Primary school children may be able to manage their own medication under adult supervision but again, only with parental agreement given through the appropriate paperwork as above.

Parents are responsible for ensuring that all medication kept in school is kept up to date, including asthma inhalers.

Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.

6. Long-Term and Complex Needs

Where a child has significant or complex health needs parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals.

Please see the school's policy on Supporting Children with Medical Needs for more information.

7. Safe Storage of Medicines

The school is responsible for ensuring that all medicines are stored safely. The medicine cupboard in the school office is locked when unattended, outside of school opening hours.

- Medicines should be stored in the supplied container, clearly marked with the child's name, dose and frequency of administration
- All medicines are stored securely either:
 - in the medicine cupboard in the school office, or
 - in a clearly labelled staffroom fridge, with access only for staff
- Asthma inhalers and epi-pens are kept in unlocked classroom cupboards
- An additional epi-pen is kept in the medicine cupboard in the school office

8. Managing Medicines on School Trips

On school visits a designated member of staff will be responsible for keeping and administering any class medicines e.g. antibiotics, eczema cream, travel tablets and any medication required by a child on the visit, following the above procedure. Asthma inhalers and Epi-pen/Auto Injectors will be carried by the child's group leader.

9. Medicines held by Staff and Visitors

Staff and visitors to the school should notify the school office if they take regular medication that they carry with them (e.g. inhaler or epi-pen) in case this medication is needed whilst visitors are on site. We ask that they ensure that any medication is securely stored while on site.