



*We want every child to be happy, caring and successful*

## Policy on the Administration of Medicines at Cedars Primary School

### **Introduction**

We believe this policy relates to the following legislation:

- Medicines Act 1968
- Misuse of Drugs Act 1971
- Health and Safety at Work, etc Act 1974
- Children Act 1989
- Workplace (Health, Safety and Welfare) Regulations 1992
- Education Act 1996
- Schools Standards and Framework Act 1998
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Children 2004
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Children and Families Act 2014

We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medication.

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided before any member of the school personnel who has volunteered and accepted this role to be familiar with all administration of medication procedures.

Medicines will only be administered that have been prescribed by a doctor or some other authorised person and where it would be detrimental to a child's health if the medicine were not administered during the day. Non-prescription medicines will not be administered by staff but parents/carers can make arrangements at lunch time to administer the medication to their child.

### **Aim**

The aim of Cedars Primary School's policy on the administration of prescribed medicines during school hours is to enable and promote regular attendance at school by all children.

### **Short Term Medical Needs**

#### **Responsibility**

It is the responsibility of the parent to decide whether their child is well enough to attend school. It is the responsibility of the Headteacher to ensure no child is in school, which is not well enough to complete their lessons, where this is the case parents will be contacted to collect their child.

During their time at Cedars Primary many children will need to take some medicine. This will usually be for a short period e.g. to finish a course of antibiotics. By allowing children to do this whilst at Cedars Primary, we aim to minimise the time children need to be absent. It is the Headteacher's discretion to take responsibility for the administration of medication in school. Each case will be considered on its merits. Medicines should only be taken to school where it would be detrimental to the child's health if the medicine is not administered during the school day.

### **Prescribed medicine**

Staff at Cedars Primary School will only administer prescribed medicines to children where they have written permission from parents and a parental agreement to administer medicine form has been completed (see appendix 1).

It is the policy of Cedars Primary School that only medicines which need to be taken four times per day can be administered at school. Where a medicine is prescribed to be taken three times per day then children should be given it before and after school and before bedtime.

### **Long Term Medical needs**

Where a child has long term medical needs it is important for the school to have full information about the condition before the child is admitted. This will enable a decision to be made about how suitable the school is to meet satisfactorily the needs of the child. If this is the case a "written care plan" involving parents and where necessary relevant health care professionals will be developed.

Where a child needs to take medication over the long term, parents need to complete an agreement to administer medication form (see appendix 2) stating clearly when, at what intervals and in what circumstances the medication should be given. In some cases i.e. asthma pumps children may self administer the medicine (spacers for asthma pumps should be provided). This must always be under staff supervision in the Welfare room and recorded in the record of administered medicines

### **Procedure**

- All medicines must be brought into the school reception at the start of school. Parents must complete a consent form.
- A member of staff from the key stage must take the medication from reception to be stored.
- All medicines will be kept in a locked cupboard in the Welfare room in their original packaging and clearly marked with the child's name and class. If the medicine needs to be refrigerated it will be kept in the children's refrigerator in the Staffroom. Parents should provide a container clearly marked with the child's name. Children must not carry medicines around school in bags or pockets.
- Children must not enter the welfare room unaccompanied or administer their own medication without supervision.
- Any medicine given to a child will be recorded on the medical record sheet (see Appendix 3).
- It is the policy of Cedars Primary School that any member of staff who administers medicines to children receives training prior to administering any for the first time.
- It is the responsibility of parents to ensure that sufficient supplies of medication are in school and that this is in date. Staff will not administer any out of date medication.

**Trips and outings**

Where children require prescription medicine, the medicine will be taken on the trip. A member of staff who is First Aid trained always accompanies any trip or visit. The First Aider is responsible for the safe keeping of any prescribed medicine. Any medicine which is administered during the trip will be recorded by the First Aider.

*Reviewed December 2015*

**SHORT TERM MEDICATION CONSENT FORM**

**Child's Name** .....

**D.O.B.** .....

**Class** .....

**Name and strength of Medication** .....

**How much to give (i.e. dose to be given)** .....

**When to be given** .....

**Any other instructions** .....

**Number of tablets/quantity given to school** .....

NB: MEDICATION MUST BE IN THE ORIGINAL CONTAINER, AS DISPENSED BY THE PHARMACY WITH CLEAR INSTRUCTIONS ON HOW MUCH TO GIVE.

**Telephone no. of parent/carer**.....

**Name of G.P.** .....

**G.P's telephone Number** .....

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

**Parent's/Carer's signature** ..... **Date**.....

**Print Name:**.....

**If more than one medication is to be given a separate form should be completed for each.**

**LONG TERM MEDICATION CONSENT FORM**

**Child's Name** .....

**D.O.B.** .....

**Class** .....

**Name and strength of Medication** .....

**How much to give (i.e. dose to be given)** .....

**When to be given** .....

**Other instructions** .....

.....

.....

**Number of tablets/quantity given to school** .....

NB: MEDICATION MUST BE IN THE ORIGINAL CONTAINER, AS DISPENSED BY THE PHARMACY WITH CLEAR INSTRUCTIONS ON HOW MUCH TO GIVE.

**Telephone no. of parent/carer**.....

**Name of G.P.** .....

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- **Children must not enter the welfare room unaccompanied or administer their own medication without supervision.**
- Any medicine given to a child will be recorded on the medical record sheet.
- It is the policy of Cedars Primary School that any member of staff who administers medicines to children receives training prior to administering any for the first time.
- It is the responsibility of parents to ensure that sufficient supplies of medication are in school and that this is in date. Staff will not administer any out of date medication.
- Medication should be collected by Parents from the school office.

**Children's Inhalers**

**Children's Medicine**

**Children's Medicine**  
**(requiring refrigeration)**