



St Ives Primary and Nursery School

Administering Medicine Policy

Specific legal requirements

Schools must implement an effective policy on administering medicines. The policy must include effective management systems to support individual children with medical needs.

The School must keep written records of all prescribed medicines administered to children and inform parents.

The School must obtain prior written permission from parents for each and every medicine before any medication is given.

Statutory guidance

The School should ensure that they have sufficient information about the medical condition of any child with long-term medical needs.

The School should ask parents about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. If the administration of prescription medicines requires technical/medical knowledge, then individual training should be provided for staff from a qualified health professional. Training should be specific to the individual child concerned.

Medicines should only be taken to School when this is essential, and the School should only accept medicines that have been prescribed by a doctor, dentist, nurse or pharmacist. It is for the School to arrange who should administer medicines, either on a voluntary basis or as part of a contract of employment.

Prescribed medicines are kept in a high non-portable cupboard in a manned office (except where storage in a fridge is required). Only named individuals have access to the cupboard and a record is kept for audit and safety purposes. The office is locked at the end of each School day and over the weekend.

Procedure

Whenever possible parents should ask their GP to prescribe medication in dose frequencies which enable it to be taken outside school hours. However, if parents wish the School to administer the medication (in *loco parentis*) they should give the School a written request (using the appropriate form which is attached to this policy) detailing the medication to be given along with the frequency, dosage and any other relevant information (e.g. interaction with other medicines such as paracetamol). Oral information from the pupil or parent will not be acted upon. (A copy of the form required

from parents can be obtained from the Office). If required, the parents will be able to visit the School during the day to administer medication in person.

The parent must supply the medication in a suitable container clearly labelled with: -

- the child's name
- the name of the medicine
- the method, dosage and timing of administration
- the date of issue - the expiry date
- Details of possible side effects should also be given.
- The medicines should preferably be packed and labelled professionally.

It is important that an up-to-date record of the parent's home and work telephone numbers be kept so that they can be contacted at any time.

Medicines will be kept in a safe place. Bronchodilators and medications needed in an emergency will be readily accessible.

The School named first aider will be made responsible for administering medication or in his/her absence other staff members with a first aid qualification.

Long term conditions subject to regular medicine administration will be subject to a health care plan.

Medicines no longer required will be handed back to the parent. If parents do not collect medicines after a reasonable period of time they will be given to a pharmacist for disposal.

The primary purpose of the School is to ensure the provision of a high-quality education for all learners, irrespective of gender, ethnicity, social and economic background and circumstances, sexual orientation, physical or intellectual capability, nationality, religion or belief, age or chosen lifestyle.

This policy has been reviewed in line with the Schools Single Equality Policy.

Signed

Chair Personnel & Curriculum Committee

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