

Administration of Medicines Policy



Eatock Primary School
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While it is not our policy to care for sick children, who should be at home until they are well enough to return to school, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. **If prescribed medication is required 4 times a day, school is able to administer one of the dosages. School will not administer medication if it is only required 3 times a day, as this should be given before school, after school and before the pupil's bedtime.** As far as possible, administering medicines will only be done where *it would be detrimental to the child's health if not given in school*. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect. These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'. Mrs. Hickman is responsible for ensuring all staff understand and follow these procedures.

A nominated member of staff, (Miss Moyle / Miss Carr / Mrs Harrison) or a member of the Senior Leadership Team will be responsible for the correct administration of medication to children. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of Miss Moyle, Mrs Hickman is responsible for the overseeing of administering medication.

Procedures

- Children taking prescribed medication must be well enough to attend school.
- Only prescribed medication is administered. It must be in-date and prescribed for the current condition.
- Prescribed pain relief medication will not be administered by school staff unless prior permission from the Headteacher.
- Non-prescribed medication for pain relief (paracetamol/ibuprofen) will only be administered to a child with an ongoing medical condition (Once the child's parents have had a meeting with the Headteacher, who has agreed to this). Pain relief will never be administered without maximum dosage and previous dosage information being obtained.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
 - ☐ full name of child and date of birth;
 - ☐ name of medication and strength;
 - ☐ who prescribed it; dosage to be given in school; NB Where medication is prescribed for more than 3 times a day.
 - ☐ signature, printed name of parent and date.
 - ☐ The administration is recorded accurately each time it is given and is signed by staff.

Storage of medicines

- All medication is stored safely in a locked cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The child's key person is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in school. Identified members of staff, check that any medication to be administered is in date. Any out-of-date medication back to the parent.

At Eatock all medication is stored in a locked cupboard in the school office. Any medication requiring refrigeration will be stored in a labelled plastic box in the staff kitchen fridge. The file detailing administration of medicines is kept in the school office.

- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Inhalers

A list should be kept in each classroom to show which children keep inhalers in school. All staff working with the children should be familiar with its location and where their inhalers are stored. Most children will be able to administer these without support.

Children who have long term medical conditions and who may require ongoing medication

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of Headteacher / Deputy Headteacher. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around school, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.
- The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- A health care plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication, Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.
- On returning to school the card is stapled to the medicine record book and the parent signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form signed by the parent.

Written by V Hickman (Headteacher)

Reviewed by staff September 2025

Ratified by governors October 2025

To be reviewed September 2026