



Baslow St-Anne's C of E Primary



Growing healthy minds and hearts together



"Life in all its fullness"

Administration of Medicines Policy

Version/ Issue	Date	Author	Reason for Change
V1	September 2015	M Clark	Up to date
V2	September 2019	M Clark	Added vision and aims
V3	September 2021	M Clark	Added values and administration of medicine in school
V4	September 2022 04/phss/09/22	M Clark	No change

Approved by:

Mrs Marie Clark (Headteacher)
PHSS Curriculum Committee

POLICY ON ADMINISTRATION OF MEDICINES IN SCHOOL

Principles and Values

At Baslow St. Anne's Church of England Primary School we believe that it is vitally important that everybody is safe, confident and happy in our school community. We aim to provide an environment in which our children feel safe, secure and confident, are respectful citizens in and out of school and nurture the Christian values that underpin all that we do. We believe that our children and staff should lead 'a life in all its fullness', nurturing our vision of growing healthy minds and hearts together embedding our key values of respect, kindness and diversity. We strive to ensure this is in place to enable every child to achieve their full potential and be prepared for their next step in life.

Introduction

The aim of this policy is to effectively support individual children with either short or long term medical needs and to enable pupils to achieve regular attendance.

Parents retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious. 48 hours is the guidance given for any sickness bug.

The Role of Staff

Teaching staff are not required to administer medicines to children. Those members of staff who volunteer to administer medicines or administer medicines as part of their role within school must receive appropriate training through their first aid training and a parental form must be signed to give permission for the administration of the medicine in school with the dosage and frequency.

Prescribed Medicines

Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Paracetamol (Calpol) or similar medicines needed to ease pain or temperature can also be administered after written permission has been given. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. All medicines provided by parents will be securely stored in the staff room out of the children's reach.

Controlled Drugs

The school will not look after prescribed medicines that are scheduled under the Misuse of Drugs Act. Children who require a controlled drug must be prescribed one that does not require administration during the school day.

Non-prescribed Medicines

Staff should **never** give non-prescribed medicine e.g. paracetamol to a child unless there is specific prior written permission from the parents (verbal permission with a witness may be taken if a child requires e.g.: Calpol during the school day. This should be recorded and a parental signature gained at the end of the day). Parents must complete the form, **Parental Agreement to Administer Medicine** (available as a download on website – Parents – Useful Links) prior to any medicine being administered by school staff. If out of school on a trip and e.g. Calpol is required verbal permission and an email must be obtained and a signature on return by the parent. Dosage must be strictly adhered to and the details including dosage and time given of the medicine administered must be recorded.

Administering

Normally medicines will be kept under the control of the school office and stored in the staff room, unless other arrangements are made with the parent. The Form: **Record of medicines administered to all children** will be kept in the appropriate file in the staff room. This must be completed on each occasion that medicine is administered to a child. When a child refuses medicine the parent should be informed, if practical, the same day.

Administration of Medicines on Trips and Visits

Baslow St. Anne's C of E School will make all reasonable adjustments to ensure that children may take a full part in all aspects of the curriculum. Where a child requires medication to be administered on a trip or visit it is the responsibility of the trip or visit organiser to assess the practicalities of administering such medicine as is required.

Self-Management of Medicine

Children are supported and encouraged to take responsibility for managing their own medicines from an early age. Children may carry medicine e.g. asthma inhalers, epipens and carry and administer e.g. asthma reliever where appropriate, parents must in these circumstances complete the form: **Parental Consent for Administration of Medicines in School/On School Trips**.

Children with Long-Term or Complex Medical Needs

Where a child has a long-term or complex medical need the school will draw up a health care plan in consultation with parents and relevant health professionals.

Access to the School's Emergency Procedures

In the case of an emergency the school's emergency procedures as outlined in the Health and Safety document will be followed.

Further Information and Guidance

Further information and guidance are contained within the DfES and Department of Health

guidance: Managing Medicines in Schools and Early Years Settings (March 2005) and on Derbyshire Perspective Lite.

Policy reviewed November 2015

Reviewed March 2018 – Marie Clark – Headteacher

Reviewed September 2021 – Marie Clark – Headteacher

Reviewed September 2022 – M Clark/ PHSS

Appendix 1

PARENTAL CONSENT FOR ADMINISTRATION OF MEDICINES IN SCHOOL/ON SCHOOL TRIPS

**TO BE COMPLETED BY THE PARENT/GUARDIAN OF ANY CHILD REQUESTING THAT
DRUGS BE ADMINISTERED UNDER THE SUPERVISION OF SCHOOL STAFF OR
WHERE A CHILD IS BRINGING MEDICINE INTO SCHOOL WHICH THEY WILL SELF
ADMINISTER**

If you need help to complete this form, please contact the School.

Please complete in block letters

Name of child: Date of birth:

Address: School:

Doctor's name:

Non-prescribed medicines

My child requires the following non-prescribed medicines: -

Prescribed medicines

The Doctor has prescribed (as follows) for my child:

Name of drug or medicine to be given and any special storage instructions:

When? (e.g.

lunchtime, after food,

when wheezy, before

exercise):

How much? (egg half

a teaspoon, 1 tablet,

2 drops):

Route? e.g. by mouth
or in each ear:

1

2

3

4

Version 3 – April 2006

2

Child's name: can administer his/her own medication*/requires supervision
to administer his/her own medicine*/requires assistance in administering his/her medicine*

I request that the treatment be given in accordance with the above information by a named member of the school staff who has received all necessary training. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school/centre activities, as well as on the school premises.

I undertake to supply the school with the drugs and medicines in the original duplicate labelled containers, provided by the Dispensing Chemist.

I accept that whilst my child is in the care of the school, the school staff are in the position of the parent and that the school staff may, therefore, need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

I can be contacted at the following address/telephone during school hours:

Name: Signed:

Contact address: Date:

Contact tel no:

* Delete that which does not apply

THIS FORM SHOULD BE DISCARDED/DESTROYED WHEN THE MEDICATION IS COMPLETED OR CHANGED.

Appendix 2

Form 5 - Record of Medicines Administered to all Children

(This form is optional if form 4 is used)

Name of School/Setting

Date	Childs name	Time	Name of medicine	Dose given	Any reaction	Signature of staff	Print Name
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							

