

# WEST BRETTON J&I SCHOOL

## ADMINISTRATION OF MEDICINES POLICY

### OVERVIEW

Where learners have been prescribed medications by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need medication during school hours have their special needs met in such a way that they retain the fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures.

### OBJECTIVES

1. To keep medication safe in school.
2. To ensure that children who need to take medication while they are in school have their needs met in a safe and sensitive manner.
3. To make safe provisions for the supervision and administration of medication in school time.

### STRATEGIES

1. If your child requires medicine 3 times per day, the recommended times are breakfast, after school and bedtime.
2. Only medication prescribed by a doctor, or authorised health care worker, which needs to be taken four-times a day, will be administered in school.
3. Only members of staff that have been trained and authorised by the headteacher may supervise and administer medication. In emergency, the headteacher will make appropriate alternative arrangements. In some circumstances, as determined by the headteacher, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication.
4. Parents must visit the school to discuss what is being requested and to sign a permission slip, agreeing the dosage of medication to be administered to their child, who by, and when. They must also inform the class teacher (*See Appendix 1*). Parents of pupils with complex or long term medical needs will be required to complete a Health Care Plan with the school nurse, outlining their child's medical needs.
5. Medication must be brought by the parent/carer into school in its original container, with the prescription label clearly showing dosage and intervals. It is the parents' responsibility to collect the medication at the end of the day.

6. Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator the headteacher will decide how it is to be stored.
7. When pupils needing medication are on visits away from school, the school will do its best to see that, as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parent could be requested to accompany them on such visits and outings.
8. When the medicine is administered, a log is kept in school and a slip is returned with the medicine.

## **OUTCOMES**

It is the responsibility of parents to ensure that medication given for allergies and asthma are in school and in date. In Foundation Stage and KS1, inhalers are kept in the child's classroom, whilst in KS2 the child looks after his/her own inhaler, and are taken by the teacher on outdoor events or visits. It is the child's responsibility to take his/her own inhaler after being prompted by the teacher. Ointments – some children also keep prescribed topical ointments in their classroom to use as and when required.

The school will do all that it can to ensure that children with medical and special needs will have as little disruption to their education as possible. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication. (*Appendix 2*)

Appendix 1

West Bretton J&I School  
Permission Slip for the Administration of Medication

I give my permission for \_\_\_\_\_ (*Name of child*) to be given \_\_\_\_\_ (*dosage*) of \_\_\_\_\_ (*type of medicine*) at lunchtime, for the duration of the course of medication.

I understand that the medicine will be stored safely and only administered by the Head teacher or her chosen representative

\_\_\_\_\_  
(*signature*)

Date \_\_\_\_\_

*Appendix 2*

Record of Medicines

Date	Medication administered to: <i>(name of child)</i>	Medication administered by: <i>(signature)</i>	Dosage	Time

Reviewed by Resources Committee: 23 September 2014  
Adopted by the Governing Body: 30 September 2014  
Review date: Autumn Term 2015