



## MANAGING MEDICATION POLICY

### Key Information:

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so;
- No child under 16 should be given prescription or non-prescription medicines without their **parent's written consent**. Non-prescription medication may be administered as long as the school procedure is followed (see details of procedure outlined later in policy);
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, eg for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken;
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours;
- School will only accept prescribed medicines that are **in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage**. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container;
- **Non-prescribed medication** (e.g. calpol) can be given with written permission from parents and only if the exact instructions given on the medication are followed in terms of dosage. A medication form should be completed in the same way as for prescribed medication. If non-prescribed medication is given to a child, this will be recorded in the appropriate section in the **Medication File** and parents will be informed via Parent Mail.

### Storing Medication:

- All medicines must be stored safely.
- **Emergency Medication:** Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. They will be kept in classrooms in a clearly labelled bag **near the door** (labelled with white cross on a green background). **All**

children in the class must know where emergency medication is kept and all staff in school must be able to locate the medication quickly and easily.

- When children are on the field for PE/playtime, staff will take the emergency medication bag out with them. When on the yard, staff will be able to access the emergency inhaler, located in the First Aid Room. All staff will also be aware of where the emergency medication is located in classrooms.
- In an emergency situation where the building needs to be evacuated, a member of staff will be responsible for taking the emergency medication bag when staff and children leave the building.
- **Non-emergency medication (for example prescription antibiotics) and controlled substances:** These medications must be locked away securely in either the First Aid Cabinet or locked fridge in the First Aid room. All first aid staff will have a key for the First Aid cabinet and the key for the fridge will be kept in the office and in the cupboard in the Intervention Room.

### Who can give medication?

- Any member of staff can give medication to a child. In the case of administering emergency medication, for example medication for epilepsy, epi pen or inhalers, the first point of call should be always be a first aider, however in an emergency, any member of staff may administer the medication, as long as they have had adequate training (epi-pen training December 2018, epilepsy medication training October 2015, inhaler training December 2017). All medication must be given in accordance with the prescriber's instructions.
- All cases of medicine being administered must be recorded in school (see procedure detailed later in policy).

### **School Trips:**

- A First Aider will always accompany children on school trips.
- It is the responsibility of the teacher in charge to take a first aid bag with them on any school visit.
- On trips or residential visits, staff will carry any medication needed for individual children and children will be made aware of which member of staff is carrying their medicine and how they can access it.
- If children require refrigerated medication on a school trip, e.g. antibiotics, a lockable cool bag will be taken.

## Giving Medication

- Form - see end of policy

### Procedure:

- Medication **comes to Wendy** who signs to say the medication has been passed to school;
- Wendy takes form and medication to class and **passes to member of staff** who will be giving medication (they sign to say received medication and understand dosage);
- Medication is **stored securely** in either the locked storage container or first aid fridge;
- At required time, member of staff gives child medication in front of Wendy/another member of staff - **giving medication must be witnessed**;
- The form is then left in the **file in the First Aid Room**; the medication is returned to secure location and then given to a parent/adult at the end of the day - it must not be given to a child;
- The next day a member of staff will receive the medication from the parent **and repeat the procedures shown above**. Medication doesn't need to be signed for again.



# Tudhoe Colliery Primary School

## Record of Medication Form

Name of child

Year group

Date medicine provided by parent

Name and strength of medicine

How much?

When given?

Expiry date


Signature of parent \_\_\_\_\_

Staff signature (taken in medicine) \_\_\_\_\_

Staff signature (handover of medicine) \_\_\_\_\_

Date

Time given

Dose given

Sign (give medicine)

Sign (witness)


Date

Time given

Dose given

Sign (give medicine)

Sign (witness)


Date

Time given

Dose given

Sign (give medicine)

Sign (witness)


Date

Time given

Dose given

Sign (give medicine)

Sign (witness)


Date

Time given

Dose given

Sign (give medicine)

Sign (witness)
