

School Policy and Guidelines for Handling and Administering Medicines in School

Our mission as a church school is to be – loving, welcoming and succeeding with faith, family and friendship at the centre of all that we do. The key Christian values that are the core of our school life are forgiveness, creation, koinonia, reverence, service, wisdom, trust and endurance.

Rationale

As a church school we want all our pupils to be happy, safe, fit and well. In order to achieve this, we believe a clear policy on the handling and administration of medicines in school is necessary to safeguard all of the pupils in our care.

a) Medical Equipment:

It is to be the responsibility of First Aid staff in school to ensure that the first aid stocks are checked and replenished regularly and that all first aid equipment is maintained. Where deficiencies are identified ensure new stock is ordered through liaison with the school Office Manager.

b) Storage, administration and handling of Medicines:

For safety reasons, all medicines with the exception of diabetic insulin are stored centrally in the School office or if refrigerated in the staffroom fridge and are handled by adults only. Parents are asked to deliver any medication to school via the school administrator and to collect them at the end of the day in the same way. At no time should children be given medicines to bring in or take home from school. Only medicines that are prescribed, and have parental authorisation and are appropriately named are allowed in school.

c) Parental Authorisation Forms:

Before medication can be given in school, Parents must complete the appropriate authorisation for administering medicines in school form, clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the School administrator or Office Manager. All forms must be checked by authorised staff on a regular basis to ensure accuracy of information and expiry dates of medicines.

d) Medicine Administration:

Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents or carers will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office).

Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents or carers must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.

Staff involved in administering the medication will receive training, usually from the school nurse.

First Aid staff dispense all oral medicine to children.

Children with asthma, administer their own medication under supervision of the First Aider.

e) **Non-prescribed Medicines:**

The School will occasionally administer paracetamol to pupils who suffer discomfort (e.g toothache, headache) etc. If a child complains of a mild pain their file is checked to see if the parent/carer has given signed permission for the school to administer the medicine. No other non-prescribed medicine will be administered.

f) **Administration of Antibiotics:**

The administration of antibiotics in school will be permitted only if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime.

g) **Monitoring of Administration of Medicines:**

When a child receives medication in school, details are to be recorded on the appropriate Daily Medical Register which is located in the School front office.

h) **Qualified First Aid Staff:**

First Aid staff must hold the appropriate up-to-date First Aid Certificate and should attend renewal courses as necessary. Our current qualified First Aiders see Appendix 1 - (see Health & Safety Policy)

i) **Educational Visits:**

A portable First-Aid kit and individual pupils medicines must be taken on Education Visits. This is the only time medication will be allowed outside the designated storage area for medicines in school. On such visits medicines are to be transported and administered by a designated member of staff (see Educational Visits Policy and relevant authorised Risk Assessments for each visit).

Signed

Date Approved: Autumn 2017

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