



Medicines Policy 2018-2019

Approved by:

Date:

Last reviewed on:

Next review due
by:

OVERVIEW

Where children 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 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 school will establish safe procedures.

OBJECTIVES

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

STRATEGIES FOR PRESCRIPTION MEDICATION

- Medication prescribed by a doctor, or other authorised health care professional can be administered in school
- Only members of staff that have been trained and authorised by the Headteacher may supervise and administer medication. In an emergency, the Headteacher will make appropriate alternative arrangements. In some circumstances, as determined by the Headteacher, a child's parent or qualified, specialist, nursing staff may be asked to visit school to administer the medication. This will not be the case for regular orally administered medicines such as antibiotics.
- Parents must visit school or submit written requests to the Headteacher when they wish the school to supervise or administer medication.
- For specialist medicines, parents must visit the school to discuss what is being requested and to agree the procedures proposed by the school.
- Medication must be sent into school in its original container, labelled with the child's name and the correct dosage.
- 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.
- 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 will be requested to accompany them on such visits and outings.

STRATEGIES FOR NON PRESCRIPTION MEDICINE

- On occasions it may be necessary to administer a general medication such as Calpol, to enable children to remain in school.
- Such medications will be kept in secure storage so that children cannot access them.
- General medication may **only** be administered by the HT, DHT or a member of the office administration team in the office.
- The child's parent/carer will be contacted for permission to administer the correct dosage of general medication.
- **All** doses of general medication will be recorded on CPOMS. This is essential to maintain children's safety at all times.
- A note for parents/carers will be given to each child who has a 5ml dose of general medication - it will state the date, time and dosage.

OUTCOMES

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.