

**FEDERATION OF ARRETON ST. GEORGES C.E. CONTROLLED
AND
OAKFIELD C.E. VOLUNTARY AIDED PRIMARY SCHOOLS
GOVERNING BODY**

Policy for the Administration of Medicines

Rationale: The school has a responsibility in exercising care for the pupils in its charge to ensure that those who require medication during school time should be able to do so.

Aims:

- Pupils will receive their medicine as prescribed whilst at school
- Medicines will be stored securely and appropriately with no access to other pupils.
- Medicines will be administered as prescribed.

Guidelines:

1. An administration of medicines form must be fully completed by parents/carers and signed by a senior member of the school team before any medication can be accepted.
2. Medicines must be in the original containers as dispensed by a chemist with clear information including expiry date.
3. The administration of medicines will be the responsibility of a nominated first aider that has received appropriate training.
4. Non prescription medication may be given to children with a specific health reason and only after the administration of medicines form has been completed. **No non prescription medicines containing aspirin will be administered.**
5. All medicines will be stored safely out of the reach of other pupils. In the case of emergency medicines the pupil will know where the medicine is at all times. If requiring refrigeration, the medicines will be stored in the fridge in the staffroom.
6. Where possible pupils will self-administer medicines under supervision.
7. Prior to administering medication the chart should be checked for dosage, time and the expiry date of the medication.

8. Each episode must be recorded on the individual child record of medicine and on the record of medicines administered to all children - this is essential for audit tracking.
9. In the play ground and during off site visits a nominated first aider will be responsible for the medications - the pupils will be made aware of who this person is.
10. If a child refuses the medication they must not under any circumstances be forced to take them but should record this on the administration of medicine form and the parent/carer informed on the same day. If a refusal to take medicines results in an emergency then emergency procedures should be followed and an incident form completed
11. When treatment is completed any medicine left should be returned by a nominated adult to the parent.
12. Parents/carers have full responsibility for ensuring that medicines are provided in the correct quantity with appropriate instructions and within the correct date.
13. When administering medicines to children with specific medical needs do so in conjunction with their individual care plans.
14. If a child should need emergency treatment then an ambulance will be called.

This policy must be read in conjunction with the 'Managing Medicines in Schools and Early Years Settings' and the Health and Safety Policy.

See appendix

MEDICINES IN SCHOOL

1. No medicines can be given in school unless the parent/carer has completed a consent form - available from the office.
2. Only medicines prescribed by a doctor will be allowed and then only if the dose is required **4** times a day.

For 3 times a day medical advice is

1 st dose	breakfast
2 nd dose	after school
3 rd dose	bedtime

3. All medicines must be labelled correctly and in their original packaging/bottle from the Pharmacy
4. All inhalers must be marked with the child's name (sticky labels for this may be obtained in the office).
5. A register will be kept of medicines given.

We cannot allow cough medicines, throat sweets, lip salve etc., in school.