



# Administering Medication Policy

**Signed:**

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# Crackley Bank Primary School Administering Medication Policy

## **Philosophy**

At Crackley Bank we believe that children need to be taught the knowledge, skills and attitudes necessary to help them to develop healthy and safer lifestyles.

## **Aims**

To protect the health and interests of all children and staff.

For all staff to be committed to the health and well-being of all pupils.

For staff dealing with substance issues to be adequately trained.

## **Medicines in School**

- No child under normal circumstances should be in possession of any medicine in the school.
- Any child who requires medication during the school day must receive written permission from their parent/ carer

## **Administering Medication**

All pupils have a cohort file that includes a medical section with up-to-date information about their class. This will include allergy lists, and any medical information including care plans.

Children will sometimes need medication during their time in school, to keep children safe we will follow this procedure:

- Written permission must be obtained from the parent/carers if they wish their child to be given medication in school – this may be via email.
- No un-prescribed medication (pain and fever relief) is given to children unless we have received parental consent and there is a health reason to do so.
- Children taking prescribed medication must be well enough to attend school.
- All medicines must be in-date and prescribed for the current condition. Long term medication that remain in school need to be regularly checked for dates.
- Forms for administering medicines are kept in the school office and in the medical files and must be completed in full and signed by the parent. These forms clearly state the name of the medication, the amount to be administered and the time it is to be given. If email permission is granted the same information must be provided.
- Medication will be administered by a member of staff. Staff sign the administering medicines form to say they have given the medication and at what time.
- All non-refrigerated medication is stored safely out of the reach of children and will only be collected by a member of staff.
- Medicines that require refrigeration are stored in the main office.
- Staff must never give the first dose from new medication; this must be given by the parent in case of an allergic reaction.
- Staff have a list of children with known medical conditions.
- Staff will be trained to administer medication to children who require regular medication e.g. asthma inhalers, epipens. Care plans will be in place.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- A member of staff with a paediatric first aid certificate will be on the premises at all time.