



Policy on Medicines

Designated staff (Learning Mentor/ business manager) will administer medicines prescribed from the doctor in the original packet/ bottle, with the prescription label.

The first dosage of any medicine must be given at home first, in case of any reaction to the medicine.

When a parent approaches staff with a child's prescribed medication then they should direct the parent to our school office for discussion with Mrs J Hardy Learning Mentor.

All parents must give consent for the staff to administer prescribed medicines to their child by completing and signing the medicines form. The medicines forms will then be stored for reference in the school's office within the medicines file.

Parents / Carers are required to sign their child's administration of medication record daily. This record is stored securely within our medicines file, location: school office. If another adult is collecting a child who requires a medication form to be signed then they must be responsible for signing that child's form.

All medicine will be stored in a locked medical cabinet or the medicines fridge in our school office.

Children will self medicate as in leaflet to parents and pupils. Where this is not appropriate and a child needs support then a written consent will be obtained from parents.

A second person will witness the administration of any medicines.

If for any reason, the medicine is not administered at the right time the parent will be notified. Either when the child is collected or immediately if it is a matter of urgency e.g. epilepsy, diabetes. It will also be noted on the medicine record.

In the case of inhalers/ epi pens where the doctor has prescribed a second one for school, this will remain in school. The child's parent/carer is responsible for ensuring it is kept within it's used by date and of good working order.



Such medicines will be in accessible position for staff. In the same container throughout school. As fast access maybe needed. SEE ASTHMA POLICY.

Appropriate training will be given to staff in order for them to administer medicines in accordance with this policy.

Staff will not be pressurised into administering medicines that they are unhappy about.

Risk assessment of managing medicines would be to ensure that procedures are followed and updated policies forwarded to staff.

Trips and outings procedure

- Staff are to follow the same procedure.
- Ensure medicine form is taken.
- Medicines to be stored in a cool bag separately on its own.

Long Term medical needs

A care plan will be produced for any child who has an identified medical need. The school nurse, parent/carer and staff will draw this up.

Refusing Medicines

If a child refuses to take medicines, staff should not force them to do so. This should be noted on the medicine form. A senior manager should contact the parent/carer to inform them straight away. If the refusal to take medicines results in an emergency the emergency procedure should be followed.

Procedure to follow when administering medicines

Designated members of staff will administer medicines.

Check identity of the child, prescribed dose, expiry date and written instructions provided by the prescriber on the label or container.



Two members of staff supervise the pupil administering their medication.

Observe the child's record to ensure that the dosage has not already been given to the child.

Child will self medicate with both members of staff present.

Both members of staff sign and print after the child has taken their medication.

Procedure to follow if an error is made

The leadership team must be notified as soon as possible.

The leadership team will then assess the risk to the child and notify the parents immediately.

If necessary the manager will contact the child's G.P or advice from an appropriate medical source will be sought.

The appropriate medical attention will then be given.

The leadership team will make a full report of the incident and action will be taken where required to prevent it happening again.

Reviewed September 2016. This policy will be reviewed again **September 2017**, or earlier if considered necessary.

Reference to EYFS

"The provider must take necessary steps to safeguard and promote the welfare of children". P26 Statutory Guidance.

Signed: P Pollard (Headteacher) Date: September 2016