



WINWICK C.E. (Aided) PRIMARY SCHOOL

Medication Policy

February 2015

Introduction

Schools, acting in *loco parentis*, have a duty to take reasonable care of children which includes the possibility of having to administer medicines .

This may be required by pupils for regular medication or those requiring occasional dispensing of medicines.

The Board of Governors and staff of Winwick C of E Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head Teacher will accept responsibility for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.** A list of such staff is held in the school office.

School will only accept medicines that have been prescribed by a doctor or dentist. Non-prescribed medication will not be accepted or administered to a pupil by school staff.

Management and organization.

When medicines are to be administered in school, it is essential that safe procedures are established, which are acceptable to appropriate school staff involved. It is essential that clear written instructions are supplied by parents when requesting that medication be administered to their child. Parents should always complete a permission form available from the school office giving the child's name and class, clear instructions on the dose to be administered to the child, the time to be given and for what period. Parents should include details of any particular requirements of the medication (such as if it should be taken before food, with food, before exercise etc) and should inform school on the form of when the previous dose was given at home.

Medication **must** be in its original packaging, including the prescriber's instructions. Medicines should be handed to the School administrator or class teacher by the child's parent or carer. Only the prescribed/recommended dose will be administered, this

cannot be changed unless written instructions are given from a medical professional. The form should be signed by the parent or guardian and retained in school for reference by staff involved.

Staff giving medication should read the label carefully, ensure the pupil's name is stated, ensure that they understand the instructions and check prescribed dosage and expiry date.

They should ensure that the pupil has actually taken the medication. If a pupil refuses to take medication, they should not be forced to take it. Parents/ carers should be informed as soon as possible.

They should record the date, dose given and time given on the child's class medication record, kept in classrooms. They should initial the record and ask a colleague to countersign that the correct dose has been given. A record of the dose given (dated and initialed) should be sent home to the parent/carers at the end of the school day, either on a photocopy of the medication request form or in the child's school/home reading diary.

Care Plans

For each pupil with long-term or complex medication needs, the Head Teacher will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals, SENCO, class teacher, parents, and support staff .

Self administration

If a parent or carer wishes their child to administer their own medication, this request should be made in writing on the permission form. When older children are able to administer their own medication (such as in the case of a ventolin inhaler) this should be kept in a secure place by the class teacher and the administration of the medication should be supervised by one of the members of staff who has volunteered to assist in the administration of medication. The dose should be recorded in the same way as other medicines on the class record and in the reading diary.

Storage

Medicines will be kept in a secure place, out of the reach of children. Some drugs have to be kept in a refrigerator and there is one available in the staff room specifically for these.

Disposal of Medicines

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

School Trips

Pupils with medical needs must not be discriminated against and should be encouraged to participate in school trips. The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required.

The only other time staff will administer non-prescribed medicine without it being an emergency is for medication to prevent travel sickness on the return journey of a school trip. Staff will only administer this with a completed Medicine Form signed by the parent/carer giving detailed information of the medicine, dosage and time to be administered before setting off.

Confidentiality

This policy should be used in conjunction with the school's confidentiality and equal opportunities policies. Pupils have a right to privacy and medical information should be treated as confidential.

Review

This policy should be reviewed annually and accepted by Governors, Staff, parents and pupils.

This policy was agreed by all members of staff on

Accepted by Governors on: _____

Signed by: _____(Chair of Governors)

Review date: _____

Winwick C of E Primary School

Request for school to administer medication.

The school will not give your child medicine unless you complete and sign this form. Parents must ensure that only medication that has been prescribed is sent into school. It must be properly labelled and in date.

Details of pupil

Name _____

Date of birth ____/ ____/ ____

Class _____

Medication

Name of medication _____

Date dispensed _____

Expiry date _____

<u>Dose</u>	<u>Time</u>	<u>Duration of course</u>

Any special precautions or side effects school should know about _____

When was the last dose taken at home? _____

Self administration yes/no

Signature _____ Date _____