

# Policy

## Bradfield CE Primary School

### Administering Medicines



At Bradfield we are

**LEARNING TO LIVE**, inspired by Christ.

With Jesus as our model, we are **LEARNING TO LIVE** with **COURAGE, COMPASSION, RESILIENCE** and **JOY**.

(I have set an example for you, so that you will do just what I have done for you. John 13:15)

<b>Policy Name</b>	Administering Medicines
<b>Brief Description:</b>	This document provides an overview of how the administering of medicines is managed in school
<b>Status: Statutory/non-statutory</b>	Non-Statutory Policy
<b>Other related policies and procedures:</b>	Health & Safety, Supporting Children with Medical Needs, First Aid, Children with Health Needs who Cannot Attend School
<b>Approval level: HT/Governors/FGB</b>	Headteacher
<b>Approved by the Governing Board on:</b>	
<b>Frequency to be reviewed</b>	Every 3 years
<b>Latest Date for Next Review:</b>	April 2023
<b>Version + Schedule of Amendments:</b>	April 2020 updated
<b>Signed:</b>	
<b>Position:</b>	
<b>Date of Signature:</b>	

The Governors and staff of Bradfield Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle 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**. This policy should be read in conjunction with the First Aid in Schools Policy.

**Please note that parents should keep their children at home if acutely unwell or infectious, and for at least 48 hours after a last bout of diarrhoea or sickness.**

- Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication. Individual Health care plans will be drawn up with the support of the parents for pupils with on-going medical needs.
- Prescribed medication will not be accepted in school without the completion of a medicine request form by the parent/carer.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- The school will not be able to give any non-prescribed medicines to children. The parent will be informed that if a child needs such medicine alternative arrangements will have to be made ie. the parent comes in to school to administer the medicine.
- Each item of medication must be handed into the school office, by the parent/carer **in a secure and labelled container as originally dispensed from the chemist**. Each item of medication and the signed medicine consent form (see **Appendix 1**) must be clearly labelled with the following information:

*Pupil's Name.*

*Name of medication.*

*Dosage.*

*Frequency of administration.*

*Date of dispensing.*

*Storage requirements.*

*Expiry date and batch number.*

**The school will not accept items of medication in unlabelled containers.**

- Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a secure medicine cabinet in the front PE office. (There may be cases where the child's medication is kept in a secure place in the classroom).
- The school will keep records of time, date and dosage of medicine given (see **Appendix 2**)

- If children refuses to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- The school will not make changes to dosages on parental instructions. Any changes will need to be authorised by a written letter from the child's doctor or on a new prescription.
- School staff will not dispose of medicines. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a pharmacist for safe disposal.
- 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.
- All staff will be made aware of the procedures to be followed in the event of an emergency.

**Appendix 1**

**Parental Medication Consent Form**

**Request for Bradfield Primary school to give medicine to pupils**

I request the following medication to be administered:

Name of child	
Class	
Name of medication	
Expiry date	
Batch no.	
Required dosage	
Time of dose	
Before or after food?	

Please tick the following statement as appropriate:

The above medicine is ON PRESCRIPTION from the family doctor and is clearly labelled	
The above medicine is NOT ON PRESCRIPTION and is clearly labelled	

I understand the medicine must be delivered personally to the school office and accept that this is a service that the school is not obliged to undertake.

Signed (Parent/Carer)	
Address	
Date	

Note: Medication will not be accepted in the school unless this form is completed and signed by the parent/Carer of the child and administration of the medication is agreed by the Headteacher.

**THE HEADTEACHER RESERVES THE RIGHT TO WITHDRAW THIS SERVICE**

**Appendix 2**

**Record of medication given (school completes)**

**Bradfield Primary school – Medication Record**

The following medication was administered:

<b>Name of child</b>	
<b>Class</b>	
<b>Medication</b>	
<b>Dosage</b>	
<b>Date and time of administration:</b>	<b>Signed by staff member giving medicine</b>