



# Administration of medicine Policy

	Name	Signature	Date
Prepared by:	H Ballam		February 2023
Checked and Reviewed by:	Governing Body		
Approved by:	Governing Body		
Document Title:	Policy – Administration of medicine		
Version Number:	1	Date of Next Review:	February 2025

Parents and Carers are asked to support the school with this policy, which aims to protect all our children. Please do not send children to school if they are unwell.

If the school agrees to assist parents and carers to administer a medicine to their child, on a temporary basis, the medicine must be provided in its original container and must have been dispensed by a pharmacist and must have a label showing:

Name of child

Name of medicine

Dose

Method of administration

Time/frequency of administration

The school will provide blank medicine record forms, and parents/carers must complete and sign one of these forms if they leave medicine at school.

**Parents/Carers are responsible for ensuring that prescription medication does not run out and is within date of expiry.**

**In order to avoid children being given the wrong medicine or the wrong dosage, staff will only administer medicines that are clearly marked with a doctor's label giving the name of the patient and dosage to be given. This applies to bottled medicines and tablets.**

**Where a doctor has recommended an over the counter medication, the bottle or tablets must have the original label.**

### **LONGER TERM NEEDS**

Where a child has a long term medical need, a written health care plan will be drawn up with the parents and health professionals. In this case, school staff will assist with medicines if this is in the care plan.

### **SELF MANAGEMENT**

Children are encouraged to take responsibility for their own medicine from an early age. A good example of this is children using their own asthma reliever. Parents/carers must still complete a medicine record form, noting that the child will self-administer and sign the form. The school will store the medicine appropriately.

## **REFUSING MEDICINE**

When a child refuses medicine, the parent or carer will be informed the same day.

## **RECORD KEEPING**

All medicine administered to children during the school day will be overseen by two members of staff who will initial the record book.

## **STORAGE AND DISPOSAL OF MEDICINE**

The school will store medicine in a locked cabinet, or fridge, as necessary. Medicines that have not been collected by parents at the end of each term will be safely disposed of.

## **EMERGENCY TREATMENT AND MEDICINE ADMINISTRATION**

The school will call for medical assistance and the parent or named emergency contact will be notified. The Governing Body will support any member of staff who assists with medicine in a reasonable good faith attempt to prevent or manage an emergency situation, regardless of outcome.