

# MEDICATION POLICY

## Policy guidance

This policy has been drawn up following the guidance contained in:

- *Supporting Pupils at School with Medical Conditions*; DfE September 2014

**If a child is well enough to be at school but has a course of medication to finish or has an on-going medical condition that requires medication during the school day the following policy applies.**

- If a child requires medicine whilst in school, the parent must complete a Medications Consent Form which is available in the Accident/Medications Record book in the office.
- The form will record the named member(s) of staff responsible for ensuring that the medication is administered at the correct time or as necessary.
- Prescription medication (prescribed by a doctor, dentist, nurse, pharmacist or qualified homeopath or clinical herbalist). These must be provided in the original container and clearly labelled with child's full name and dosage clearly shown. The name of the medicine, dosage and instruction must be entered on the medication form.
- Non-Prescription medication - we can only administer a non-prescription medicine if it is an over-the-counter pharmaceutical product in its original container. The container must show the dosage instruction for a child. A label should be attached with the child's full name. The name of the medicine, dosage and instruction must be entered on the medication form.
- **Short-term medications** (for a course of treatment) must be placed in a wallet and should be stored safely either in the fridge or in the First Aid basket in the child's classroom or the kindergarten. The medication form should be kept with the medication. Once the course of medication is completed these forms should be filed in the folder in the office.
- **Long-term medications** must be placed in a wallet and should be stored safely either in the First Aid basket in the child's classroom or the kindergarten. The medication form should be kept with the medication.

A duplicate copy of the form for long-term condition/occasional use should be kept in the medications record book in the office.

Before accepting long-term medications it should be checked if specialist training or knowledge is required to administer the medication and the impact this may have on staffing.

- **All medication** given to children **must be recorded** with the date/time on the Medications Form.
- For children following a course of treatment, parent must be informed that they are responsible for checking the form and signing each day to acknowledge what has been taken and to collect the medication.
- In the case of medications for occasional use (ie inhalers kept at school 'to be taken as necessary'), if a child is given the medication during the day the member of staff should inform the parent and ask them to sign the medication form as acknowledgement.
- It is the responsibility of the child's teacher to ensure children have access to inhalers/medicines on any off-site activities.

## Children with long-term medical conditions and allergies

- Parents are asked to give full details of ongoing medical conditions on the Registration Form. A Registration Update Form is issued to parents/carers annually to update and sign.
- Any conditions or allergies are printed out on a list available to staff in the school office.
- An updated list of medical conditions is produced at the beginning of each year. Teachers should ensure they are familiar with any medical conditions for children in their class. Teachers are responsible for ensuring that medical conditions are brought to the attention of all staff who need to be aware of the condition, including teaching assistants, the Forest School teacher and teachers who may provide temporary cover.
- Where medication is held by the school, the teacher should ensure that it is in date and diarise an expiry date if it is before the end of the academic year.
- At the beginning of each academic year a review meeting must be held with parents and a new medications form completed as necessary. A duplicate copy must be placed in the file in the office. Medicines that are near their expiry date should be replaced by the parent as soon as possible.

## Storage of records

- Completed (and signed) forms should be given to the school administrator
  - Once the course of medication is completed (short term medication)
  - Each time the parent completes an updated form (for long-term/occasional use medication), or when you are informed that the medication is no longer required (parents should sign the form to this effect). The school administrator will replace the duplicate form with the original copy on each occasion.
  - All forms should be filed in year group order and kept in the appropriate ring binder.
- At the end of each year medication forms will be archived by year group. These can be stored with the *first aid records* for that year group. Each year group archive will be kept until children in that year group have reached the age of 21.

## Monitoring and review

This policy is monitored by the Principals and staff of the school and will be reviewed in line with the school's Policy review cycle.