



POLICY FOR THE ADMINISTRATION OF MEDICATION TO CHILDREN IN SCHOOL

The Governors and staff of Kelbrook Primary School wish to ensure that pupils with medical needs receive proper care and support at school.

There are three legal requirements that apply to all providers about giving medication to children. As a provider we must:

1. Have, and put into practice an effective policy on giving medicines to children in our setting,
2. Keep written records of all medicines we give to children, and tell parents about these records,
3. Get written permission from parents for every medicine before we give any medication.

The current legal guidance allows you to give over-the-counter medication such as pain and fever relief or teething gel. However, you must get written permission beforehand from parents. Over the counter products to treat minor, self-limiting conditions do not require a prescription from a GP. Many GP practices have adopted a self-care policy where they do not issue prescription for such products that can be purchased over the counter from a community pharmacy. Medicines purchased over the counter to treat minor self-limiting conditions contain dosage instructions and patient information leaflets with information relating to the medicine. It is perfectly acceptable for you to give medication that is recommended by a pharmacist or nurse without a written prescription, as well as any medication prescribed by a doctor/dentist. For further information visit www.ofsted.gov.uk

Updated Guidance from elmmb.nns.uk October 2017

Long Term Medical Needs

It is extremely important that the school is informed of the medical condition of any pupil with long term medical needs. The parent/carer is responsible for supplying the school with adequate information regarding their child's condition and any necessary medication. If necessary a health care plan will be drawn up. Medication will only be given providing the procedures outlined below are followed.

- The Headteacher with another member of staff present will accept responsibility for giving or supervising pupils taking prescribed medication during the school day and for other members of staff to do the same, only where those members of staff have volunteered to do so.
- Medication will not be accepted in school without complete written and signed instructions from the parent (FORM 1) which can be downloaded from the website.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Each item of medication must be delivered in its original container and handed directly to the Headteacher or class teacher.
- Each item of medication must be clearly labelled with the following information:

- Pupil's name.
 - Name of medication.
 - Dosage.
 - Frequency of dosage.
 - Date of dispensing.
 - Storage requirements (if important).
 - Expiry date.
- The school will not accept items of medication which are in unlabelled containers.
 - Unless otherwise indicated all medication to be administered in school will be kept in the Headteacher's room.
 - The school will record details of when medication has been administered and by whom.
 - Where it is appropriate to do so pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents/carers will be asked to confirm in writing (FORM 2) if they wish their child to carry their medication with them in school e.g. asthma inhalers.
 - It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.
 - Staff who volunteer to assist in the administration of certain medication e.g. epipen, will receive appropriate training/guidance through arrangements made with the School Health Service.
 - 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. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

Short Term Medical Needs

- Please note that **providing a child is well enough to return to school**, but still needs to take medicine for a short period of time e.g. to finish a course of antibiotics, school can administer the medication.
- The parents should first seek the agreement of the Headteacher. Any medicine should be accompanied by complete written and signed instructions from the parent. (FORM1)
- Each item of medication must be delivered in its original container and handed directly to the Headteacher (or to a nominated person authorised by the Headteacher).
- Each item of medication must be clearly labelled with the following information as above in Long Term Medical Needs.
- The school will record details of when medication has been administered.

Infectious Diseases

Children with any form of infection should remain at home until such time as they are no longer infectious, as confirmed by their GP. If you are in any doubt as to whether your child is infectious, please consult your GP. The school have a directive on communicable diseases and we will be pleased to advise you of the information contained within it, if you would find this helpful.

September 2018

FORM 1 Request for school to administer medication

Details of Pupil

Surname: _____

Forename(s): _____

Address: _____ M/F: _____

_____ DOB: _____

_____ Class: _____

Condition/Illness: _____

Medication

Name/Type of Medication (as described on the container): _____

How long will your child take this medication: _____

Date dispensed: _____ Expiry date: _____

Full Directions for Use

Dosage and method: _____

Timing: _____

Special precautions: _____

Side Effects: _____

Can the child administer own medication: _____

Emergency Procedures: _____

Contact Details

Name: _____ Tel: _____

Relationship to pupil: _____

Address: _____

I understand that I must deliver the medicine personally to the Headteacher and accept that this is a service which the school is not obliged to undertake.

Signature: _____ Date: _____

Relationship to pupil: _____

**FORM 2 Request for pupil to carry
his/her medication**

**This form must be
completed by
parents/guardian**

Details of Pupil

Surname: _____

Forename(s): _____

Address: _____ M/F: _____

_____ DOB: _____

_____ Class: _____

Condition/Illness: _____

Name of Medicine: _____

Procedures to be taken in an Emergency: _____

Contact Information

Name: _____

Daytime Telephone Number: _____

Relationship to child: _____

I would like my son/daughter to keep his/her medication on his/her person for use as necessary. My son/daughter understands this medication should not be accessible to other pupils.

Signature: _____ Date: _____

Relationship to pupil: _____