

| Jeavons Wood Primary School Administration of Medication Procedures | |
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| To be read in conjunction with : Trust policy | |
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| Responsible Officer: | Headteacher |

INTRODUCTION

Children who are unwell should be kept at home until they are well. However, we will administer medication as part of maintaining their health and well-being or when they are recovering from an illness. In many cases, it is possible for GPs to prescribe medication that can be taken at home in the morning, upon return from school and before bedtime. As far as possible, medication will only be administered where it would be detrimental to the child's health if not given in the setting.

The Headteacher is responsible for ensuring all staff understand and follow these procedures.

Office staff are responsible for the correct administration of medication to the child. In the event of emergency medication being needed, e.g Epi-pens, this responsibility passes to teaching staff. Office staff will ensure that parental consent forms have been completed, that medications are stored correctly and that records are kept according to procedures.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Prescribed medication will only be given if it is complete with the prescription label. It must be in-date and prescribed for the current condition.
- Children's prescribed medications are stored in their original containers, are clearly labelled and are put in a cupboard labelled 'Children's Medication' in the medical room (inaccessible to children) or stored in the fridge (if required).
- Parents give prior written permission for the administration of medication. The office member receiving the medication will ask the parent to sign a consent form, stating the following information. No medication may be given without these details being provided:
 - full name of child and date of birth.
 - name of medication.
 - the reason for medication.
 - date, time and dosage to be given.
 - how the medication should be stored and expiry date.
 - any possible side effects that may be expected should be noted.
 - consent from parent/carer and date of consent
- All staff are made aware of this procedure during induction, staff meetings and as an on-going basis.

- The administration of medication is recorded accurately each time it is given and is signed by the staff member administering the medication. Parents are asked to sign the form to acknowledge the administration of medication. The medication form records:
 - name of child.
 - name of medication.
 - the date, time and dose given.
 - signed by the keyperson/manager/staff member.
 - parent signature at the end of the session.

Storage of medication

All medication is stored safely in a box out of child reach or refrigerated. All staff are made aware of this system during their initial induction.

Long Term Medical Conditions

For some long-term medical conditions, medication may be kept in the setting for use. This may be prescribed such as asthma inhalers or non-prescribed medication such as eczema cream. Non-prescribed medication will only be administered if it would be detrimental to the child's health without it and at the discretion of the Headteacher.

It remains the responsibility of parents to ensure all medication is in date.

If the administration of prescribed medication requires medical knowledge, individual training is provided for all members of staff by a health professional.

No child may self-administer medicine such as antibiotics etc. Where children are capable of understanding when they need medication, for example with asthma, they must carry their own inhaler as soon as they are able to. This must remain with them at all times. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

A risk assessment will be carried out for long term medical conditions where necessary, and for instances such as broken bones. In circumstances where a child sustains a broken bone, parents are responsible for advising school in writing, asap to the school office with details of any limitations as advised by medics. Other medical or social care personnel may need to be involved in the risk assessment where appropriate.

Parent/carers will sign and contribute (where necessary) to a risk assessment. If appropriate, they may be shown around the setting, understand the routines and activities and discuss anything which they think may be a risk factor for their child.

A medical care plan for the child is drawn up with the parent where appropriate; outlining the medical condition and what actions to follow in the case of an emergency.

Managing medication on trips and outings

When going out of the setting medication for a child is taken in a sealed container clearly labelled with the child's name and name of the medication. Inside the container is a copy of the care plan and long-term medication consent form.

If a child on medication must be taken to hospital the child's medication is taken with them, clearly labelled with the child's name, the name of the medication, along with a copy of the medical care plan and long-term medication consent form.