

# POLICY FOR THE ADMINISTRATION OF MEDICINES IN SCHOOL

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## **Introduction**

The Governors and staff of St John's Primary Church of England Academy wish to ensure that children with medical needs receive proper care and support in school. We accept responsibility in principle for supervising children taking prescribed medicines during the school day. This includes conditions requiring regular medication or emergency medication, e.g. for anaphylaxis, or for relief, e.g. asthma, eczema and medication, either prescribed or bought over the counter, e.g. antibiotics, analgesia, throat lozenges etc.

When medication is brought into school it must be clearly labelled with the following information:

- Child's name and class
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements if applicable
- Expiry date

Parents will be asked to complete and sign a medicine administration authorisation form before medication will be accepted in school. Medication must be handed in its original container to the office staff at the school office by the child's parent (or their adult representative, e.g. child-minder, grandparent). The school will not accept medication which is in unlabelled containers. It is a parent's responsibility to ensure medication is in date and there is sufficient supply in school. **All orally administered medicine must be brought into school with a medicine spoon.**

## **Administration of Medication**

Where children are able, they will be supervised in taking their medication by a member of staff. A child needing medication in school will be encouraged to administer his/her own medication under the supervision of a staff member. Exceptions include an Epipen, used to counter the effects of anaphylaxis, which staff are trained by the school nurse to use in an emergency and the administration of antibiotics and analgesics which need to be measured out. **There will be other exceptions which will be dealt with on an individual basis.**

Children requiring the application of prescribed re-hydrating cream for the relief of eczema must, where possible, be taught by their parents to apply the cream themselves under supervision. **Where the child is too young the medication will be applied in line with the intimate care policy. Written consent must be received from the parent if this is to be the case.**

**Controlled drugs will be kept in a locked cupboard in the Headteacher's office and can only be obtained by a member of the SLT.**

**Covid-19 measures ensure that children remain in their individual bubbles (Kingdoms) throughout the day. Medication that does not require refrigeration will during this time be kept in the medication box for each classroom and stored out the reach of other children. It will be administered by a member of staff within the child's Kingdom at the allotted time.** When a child requiring medication takes part in out of school activities, the medication will be carried by the adult in charge of the child's group.

It is the responsibility of parents to notify the school if there is any change to the medication or the dose. At this time they will be asked to complete an updated medicine administration authorisation form available from the office.

Any medicines which are brought into school and need to be returned at the end of the day for use at home, as in the case of antibiotics) must be collected from the **adult letting the children out of their Kingdom** by the child's parent (or their adult representative, e.g. child-minder, grandparent).

### **COVID -19 MEASURES**

**School will not currently be administering paracetamol for the relief of headaches or high temperature which may be signs of covid-19. If a child presents with any of the symptoms associated with COVID 19, they will be kept away from other children with an adult and a parent / carer will be contacted to come and to collect them. They will be required to take a coronavirus test which needs to come back as negative in order to re-join school. Whilst waiting for their results, they will be required to stay in self-isolation at home.**

**We will still administer pain relief for ailments such as toothache, headache, sprains, strains and broken limbs. If a child has such an underlying condition and may require paracetamol whilst at school, the parent will be required to complete an administration of medicines form at the office. Paracetamol will then be provided for the kingdom and kept in the medical box within the classroom and administered by a member of staff within the Kingdom as described above.**

### **Sun cream**

During the summer months, school recognises that children require protection from the harmful rays of the sun. Suncream must be applied in the morning before a child comes to school. It must not be brought into school.

### **Health and Safety**

It is crucial that health and safety is addressed in addition to the welfare and pastoral needs of the children in our care. To ensure medication is only taken by the child it is prescribed for we will:

- ⇒ Only accept medication from parents of the child (or their adult representative, e.g. child-minder, grandparent)
- ⇒ Only accept medication as detailed above
- ⇒ Ensure medication is properly labelled and stored
- ⇒ Ensure appropriate forms are completed and signed by parents
- ⇒ Provide active supervision in class, in the playground and on educational visits
- ⇒ Provide training for staff in the administration of Epipens and in supervision of children taking their own medication

### **Monitoring and Review**

A written record detailing the administration of medication is kept for each child with medication in school. The Headteacher monitors the effectiveness of this policy on a regular basis and also reports to the Governing Body on the effectiveness of the policy making, if necessary, recommendations for further improvements.

This policy will be reviewed annually or before if changes in legislation occur. Changes will be reported to the full Local Governing body.