

Keelby Primary Academy



Medications Policy

Medications Policy

We recognise that there may be times when children require medication to be administered during their time in Keelby Primary School. In order that this is regulated we will ensure that:

- Keelby Primary School will only administer medication that has been prescribed for that individual child. Non-prescribed medicine will only be administered if there is a clear medical need.
- Staff will ensure that a new medication form is completed by parent/carer for each medication that is expected to be administered.
- On the medication form parents will give signed permission for administration of medication *including*
 - *The name of the child,*
 - *The name of the parent,*
 - *Date*
 - *Name of medication,*
 - *The dose and times to be administered in school,*
 - *How the medication is to be administered.*
- The medication must be clearly marked with the child's name, be in date, in the original container with the prescriber instructions for administration.
- No medication will be given to the child unless provided by the parents.
- The medication is stored in accordance with the products instructions and out of reach of children at all times.
- The administration of medication is recorded in the medications book and includes the signature (the administrator of the medication), a counter-signature (witness to medication being given), date, time and dosage. Parents must sign this when they pick up the prescribed medication, to acknowledge they know the medication has been administered.

Administration of Specialist Medication

We recognise that there may be times when children require specialist medication to be administered for long term medical needs during their time in the setting. In order that this is regulated we will ensure that specific permission, instruction and training is obtained before an agreement is reached with a parent to administer specialist medications (e.g. nebuliser), and life saving / emergency medications (such as adrenaline injections) and a health plan is established in consultation with the child's parents and the school nurse.

Review Date: September, 2019