



KENNINGTON
PRIMARY SCHOOL

Policy for the Administration of Medicines in School

<i>Reviewed by</i>	<i>Date</i>	<i>Signed</i>
<i>Head Teacher</i>	<i>September 2020</i>	<i>S. Pritchard</i>
<i>Head Teacher</i>	<i>September 2021</i>	<i>S. Pritchard</i>
<i>Head Teacher</i>	<i>September 2022</i>	<i>S. Pritchard</i>
<i>Head Teacher</i>	<i>March 2023</i>	<i>S. Pritchard</i>
<i>Head Teacher</i>	<i>September 2023</i>	<i>S. Pritchard</i>
<i>Head Teacher</i>	<i>January 2024</i>	<i>S. Pritchard</i>
<i>Head Teacher</i>	<i>September 2025</i>	<i>S. Pritchard</i>

The Governors and staff at Kennington Primary School wish to ensure that the children with medical needs receive proper care and support at school.

1. Medicine will only be accepted in school if it has been prescribed by a doctor. School WILL NOT give unprescribed, over the counter medicines to children e.g. Calpol, eye drops, ear drops. A parent/carer will need to administer these by coming into school.

2. Medicine will not be accepted in school without complete written and signed instructions from the parent/ carer.

3. Only reasonable quantities of medication should be supplied to the school.

4. Each item of medication should be delivered in its original container and handed directly to the school office where the appropriate forms must be filled in.

5. Where the child travels on school transport with an escort, parents/ carers should entrust the escort with the child's medication.

6. Each item of medication must be clearly labeled with the following information:

- Child's name
- Name of medication
- Dosage
- Dosage frequency (time of medication)
- Date of dispensing
- Storage requirements
- Expiry date
- Any special requirements e.g. before/after food

7. The school will not accept items of medication which are in unlabeled containers.

8. Unless otherwise indicated all medication to be administered in school will be kept in the classroom in a medicine tray out of reach of children.

9. The school will be able to provide parents/ carers with a copy of the details of when the medication was administered to their child if requested.

10. Where it is appropriate to do so children will be encouraged to administer their own medication, under staff supervision. Parents/ carers will be asked to confirm in writing if they wish their child to carry their medication with them in school (e.g. inhalers). If children are too young to administer the medication themselves, a member of staff will

administer and witnessed and recorded by another member of staff.

11. It is the responsibility of the parents/ carers to notify the school, in writing if there is a change in medication, a change in dosage requirements or in the discontinuation of the child's need for the medication.

12. The school will make every effort to continue the administration of the medication to a child whilst on trips away from the school premises. However, there may be occasions when it may not be possible to include a child on a school trip if appropriate supervision cannot be guaranteed.

13. It is helpful, where clinically appropriate, if medicines can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents will be encouraged to ask the prescriber about this. Medicines that need to be taken three times a day should be taken in the morning, after school and at bedtime therefore should not need to be administered in school unless specifically stated by a GP or pharmacist.

14. The school office will inform the child's class teacher about any medication in school that has to be taken and give a copy of the Administering Medicines in School form to the class teacher. The class teacher will make arrangements for a member of staff to administer the medicine. If staff are unwilling to administer the medicine, please refer the matter to a member of SLT.

14. Any member of staff giving medicines to a child should check:

- the child's name
- the prescribed dose
- the expiry date
- The written instructions provided by the prescriber on the label or container.

* If in doubt about any procedure, staff should not administer the medicine but check with the parents or a health professional before taking further action. However in the event of an emergency, and particularly for those pupils who have a care plan, the procedure outlined in the care plan will be followed.

Each time a medicine is given to a child, the member of staff administering the medicine must complete and record it. The forms for this purpose are held in the appropriate folder in the child's class. By completing these forms, we are demonstrating that we have exercised a duty of care.

Parental agreement for administering medicine in school

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]