



We believe, you achieve

Seabridge Primary School Medication Policy



1. Introduction

This policy complements the County Medication Policy. The school will follow the detailed County Council guidance on administering medication and will update this policy annually as the County guidance is reviewed.

Ideally, the administration of medication should be administered by parents. Where possible, it is the school's policy to comply with requests from parents to help in administering medicines to children when these are of an essential nature (e.g. epilepsy, diabetes, asthma, anaphylaxis), during the school day. Parents are encouraged to request GPs to prescribe medicines which do not require doses during the school day where possible, to minimise the need for pupils to receive medication during the day.

The school's local health and safety policy makes reference to the school's agreed arrangements for managing the administration of drugs and medications.

The Executive Head and/or Head of School will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

Please note parents should keep their children at home if acutely unwell or infectious.

Children and adults with diarrhoea and/or vomiting should remain at home for 48 hours after the symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea and/or vomiting for 48 hours after the course is completed. (Taken from the Health protection in schools document – Public Health England).

2. Policy Statement

- 2.1 Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication.
- 2.2 There are separate arrangements for the administration of medication in Early Years as they follow the statutory Early Years Framework (see Administering Medication Procedure below).
- 2.3 Only prescribed medication will be accepted in school. Antibiotics should be administered at home where possible.
- 2.4 Non prescribed medicines are not accepted in school unless there are exceptional circumstances and, if this is agreed, the school requires specific prior written permission from the parents.

- 2.5** Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time), with the exception of inhalers and Epipens. We require two Epipens (in date) to be kept in school at all times.
- 2.6.1** For medication such as inhalers and Epipens, the class teacher will liaise with parents at the start of the year to check that the Care Plan is accurate and the medication is in date.
- 2.6.2** For medication required for specific short term illnesses, each item must be delivered to the school office or Nursery classroom, in normal circumstances by the parent. It should be **in a secured and labelled container as originally dispensed**.
- 2.6.3** **The school will not accept items of medication in unlabelled containers.**
- 2.7** Medication should be signed out at the end of each school day. For pupils attending Wraparound Care, the Care Club staff will sign medications in and out following the school's procedures. (See below for the signing in and out procedure).
- 2.8** Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated, all medication to be administered in school to Reception to Year 6 pupils will be kept in the medical room, with the exception of inhalers and Epipens, which will be stored safely in the pupil's classroom. For Nursery pupils, medication will be kept in a locked cupboard in the classroom.
- 2.9** A confidential record is kept of all medication administered to pupils in school and on trips and residential visits.
- 2.10** If pupils refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal as a matter of urgency on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- 2.11** It is the responsibility of parents to:
- notify the school in writing if the pupil's need for medication has ceased;
 - renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- 2.12** The school will not make changes to dosages on parental instructions.
- 2.13** It is not the responsibility of school staff to dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- 2.14** For each pupil with long-term or complex medication needs, the school will ensure that a Medication Care Plan and Protocol is drawn up, in conjunction with the appropriate health professionals and parents.

- 2.15 With the exception of Early Years, pupils will be encouraged to administer their own medication under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school. Inhalers should be kept in classrooms but older pupils may take responsibility for keeping their own inhalers.
- 2.16 Where an inhaler is administered in school, a record is kept by the class teacher in the class medication file and parents informed through the Home School Links Book on the same day.
- 2.17 Staff who volunteer to assist in the administration of medication to a pupil with Medical Needs (eg Epipen for allergy) will receive appropriate training / guidance through arrangements made with the School Health Service.
- 2.18 The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises. 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.
- 2.19 All staff will be made aware of the procedures to be followed in the event of an emergency.
- 2.20 Data collection records are reviewed annually to ensure that emergency contacts, GP details etc are current.

3. Adminstrating Medication Procedure

Where prescribed medication is required for a short term illness the procedure is as follows:

3.1 Early Years

- 3.1.1 Each item of medication must be delivered to school and signed in, in normal circumstances by the parent. For Nursery pupils, this will be to the Nursery classroom. For Reception pupils, this will be to the school office.
- 3.1.2 Medication should be **in a secure and clearly labelled container as originally dispensed.**
- 3.1.3 In Early Years, staff administer the medication as per the instructions on the Permission to Administer Medication proforma (Appendix A) and they sign on the Record of Medication Administered proforma (Appendix B) to confirm that this has happened.
- 3.1.4 The medication is collected and signed out at the end of each school day.
- 3.1.5 The parent will inform the school when the medication is no longer needed.

3.2 Pupils in Years 1 – 6

- 3.2.1** Each item of medication must be delivered to the school office and signed in, in normal circumstances by the parent.
- 3.2.2** On the first day, medication should be brought into school **in a secure and clearly labelled container as originally dispensed**. For subsequent days, parents should bring liquid medication in a labelled, pre-measured syringe. The parent signature will confirm that this is the required medication for the child as per the first day.
- 3.2.3** A member of staff supervises the administration of the medication as per the parent's instructions on the Record of Prescribed Medication proforma (Appendix C) and signs to confirm that this has happened.
- 3.2.4** The medication is collected and signed out at the end of each school day.
- 3.1.5** The parent will inform the school when the medication is no longer needed.

4. Other relevant policies

The following policies and procedures are also relevant:

- Health and Safety Policy
- Early Years Policy
- Early Years Procedure for Administering Medication (Appendix A)
- Intimate Care Policy.

This policy will be reviewed annually.

Signed:

Head of School _____

Date _____

Chair of AC _____

Date _____

Appendix A



Seabridge Primary School - Early Years Permission to Administer Medication



Child's Name:	Date Of Birth:
Parent's Contact Number:	
Doctors name:	Contact Number:
Address of Surgery:	
Reason for Medication:	
Name of Medication:	Storage Requirements:
Dosage:	
Times to be Administered:	

I give permission for medicine to be given to my child, by a member of either Seabridge Early Years staff in accordance with the above details.

Parent's Signature _____

Parent's Name _____

Date: _____

- Staff will only be permitted to administer medication to your child if you complete and return this form.
- Under no circumstances will members of staff administer medication against the will of a child.
- We can only administer prescription medication if it has been prescribed for the child in question.

Record of Medication Administered

[illegible]

Appendix C Proforma for the administration of medication for Year 1 – Year 6

RECORD OF PRESCRIBED MEDICATION TAKEN BY PUPILS

Name of Pupil:.....Class.....

Date	Name of Medication	Dosage required	Time to be taken	Time Taken	Signed in by:	Observed by:	Signed out by:

Please note that by signing in after the first day, you are signing to confirm that this is the same medication as the first day.



We believe, you achieve

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