

Buckingham Preparatory School

'Together we nurture, we inspire, we achieve'



Administering Medicines Policy

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Buckingham Preparatory School

Administering Medicines Policy

This policy applies to all children at Buckingham Preparatory School and EYFS

Policy Statement

While it is not our policy to care for sick children, we will agree to administer medication as part of maintaining their health and well-being when they are recovering from an illness. However parents are aware of the fact that children should remain at home until they are well enough to return to school.

In many cases it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, we will only administer medicines where it would be detrimental to the child's health not to receive it during the school day. It is advisable that a child be kept at home for the first 48 hours to ensure that there are no adverse effects and to give time for the medicine to take effect.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings' and The EYFS Framework 2016

Form teachers or Preschool Manager/Deputy Manager/Early Years practitioners are responsible for administering medicines to children in their class/Preschool. Parental consent in writing will be required, medicines should be correctly stored and records kept of the administration. If the Form teacher/Preschool Manager is absent then a First Aider/the Deputy Manager/third in charge should take their place.

Procedures

- Children taking medicine should be well enough to attend school.
- Prescription medicines can only be administered if they have been prescribed for the child by a doctor, dentist, nurse or pharmacist.

- All medicines need written confirmation of parents.(see below).In an emergency verbal confirmation over the phone will be accepted and the parents will be asked to confirm by e mail.
- **Medicines containing aspirin can only be given if prescribed by a doctor and in no other circumstances.**
- Only medication given by the parents will be administered and it must be in date and for the current condition. (Reception – Y6)
- Medicines will be stored in their original containers, clearly labelled and out of the reach of children or in the fridge as appropriate.
- Parents should give prior written permission for the medicine to be given. This must be signed. Letters are sent to parents stating that should their child require medication, written authorisation must be given stating the following:
 - Full name of child and date of birth
 - Name of medication and strength
 - Who prescribed it
 - Dosage to be given at school
 - How medicine should be stored and the expiry date
 - Any possible side effects that may be effected
 - Signature, printed name of parent and date.
- The administration is recorded accurately each time medicine is given and is signed by staff. The medicine record states:
 - Name of child
 - Name and strength of medication if appropriate
 - The date and time of dose
 - Dose given
 - Signature of administrator
- The parents are then informed of any administration of medicine that has taken place either on the same day or as soon as is reasonably practical.

Storage of medicines

- All medication is stored safely out of the reach of children or in the fridge.
- The form teacher/Preschool staff (or First Aider if the form teacher is absent) are responsible for handing back the medicine at the end of the day.
- For some conditions medications may be kept at school. Form tutors/Preschool Manager/Deputy Manager check that any medicines held on an 'as and when' basis or on a regular basis are in date and return any out of date medicines to the parent.
- If the administration of prescribed medicines requires medical knowledge, individual training is provided for the relevant members of staff by a health professional (e.g. auto-injector training)
- No child may self administer. Where children are capable of understanding when they need medication (e.g. for asthma) they should inform a teacher.

Children who have long term medical conditions and who may require on-going medication

- A risk assessment is carried out for each child with a long term medical condition that requires on going medication or medical intervention. This is the responsibility of the First Aiders/ Manager/Deputy Manager Other medical or social care personnel may need to be involved in a risk assessment.
- Parents may also contribute to a risk assessment. They should be shown around the school/Preschool, understand the routines and activities and point out anything that they think may be a risk factor to their child.
- For some medical conditions staff may need training in a basic understanding of the condition as well as how the medication is to be administered correctly. Training needs for staff should be part of the risk assessment.
- The risk assessment includes vigorous activities and any other school activity that may give cause for concern regarding individual health needs.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- A health care plan for the child is drawn up with the parent; outlining the teacher's/Preschool staff's role and what information must be shared with other staff who care for the child.
- The health care plan should include measures to be taken in an emergency.
- The health care plan should be reviewed as necessary. This includes reviewing the medication (e.g. changes to the dosage or any side effects noted etc.)
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the form teacher/the child's key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and other medication.
- Medication for a child is taken on the trip and is clearly labelled with name and medication. A consent form should also be included and a card to record when it has been given with the details above.
- On return to the school/Preschool, these details are added to the medicine record book.
- If a child on medication has to be taken to hospital, the child's medication is taken clearly labelled with child's name and name of medication, also a consent form from parents.

Staff Medicines at School

Staff must not be under any medication which may affect their ability to work with children. If staff are taking medication which may affect their ability to care for children, it is the responsibility of that staff member to seek medical advice and inform the Head Teacher. It is also the responsibility of the member of staff to provide medical confirmation that the medication is unlikely to impair the staff ability to look after children. The Head teacher is then responsible to make the final decision.

Any staff medication on the premises must be kept and stored safely out of the reach of children.