

# SKIPPERS HILL MANOR PREPARATORY SCHOOL

## Medicines Policy

This policy applies all pupils in the school, including in the EYFS



Last revised September 2017  
Mark Hammond Head-teacher  
David Leggett Deputy Head

# SKIPPERS HILL MANOR

## MEDICINES POLICY

**This policy is applicable to all pupils, including those in the EYFS**

- When each child is admitted to the school, parents are asked to fill in a form, on which are details of their G.P and any medical conditions. This form also gives consent to the school to administer medicines.
- Information from this form is transferred to the Medical Register and the forms are stored in the front office, for ease of access.
- The Medical Register is posted inside the First Aid Book on top of the locked First Aid cabinet in the Linen Room. Additional copies are in the School Office and Staff Common Room.
- The Medical Register also lists children with known allergies and conditions. There are individual sheets on children with more serious or long term medical conditions, such as those who have epi-pens.
- Parents of Junior children must ensure that any non-prescription medicines, including throat lozenges, must be handed directly to the teacher and they must be age appropriate.
- There should be no need for medicines which need administering three times a day, to be brought into school.

### **STORAGE**

- Any prescribed medicines brought into school must be handed over to the School Office. They are then given to the Duty Matron for storage.
- Non-prescription medicines, such as Paracetamol, Calpol, Milk of Magnesia, Strepsils etc., are stored in the locked First Aid cabinet in the Linen Room.
- Prescription medicines, diabetic kits and any medicines that need refrigerating are stored in a locked box in the fridge in the Washing Up Room.
- Storage must be strictly in adherence with the product instructions and in the original container in which they were dispensed, including the prescriber's instructions for administration.
- Epi-pens and instructions are located in the top right hand cupboard in the office.
- Personal inhalers for occasional use should be labelled and must be kept in the same cupboard, collected when needed and returned. Certain children need to keep their inhalers or emergency medication on them at all times, which they store securely in a lanyard bag or suitable bum bag.

## **Administration of Medication in School**

All medication must be stored in the First Aid room, apart from medicine requiring refrigeration which is kept in the Washing Up Room.

The school aims to support as far as possible, and maintain the safety of, pupils who require medication during the school day.

However, it should be noted that:

- No child should be given any medication without their parent's written consent.
- No Aspirin products are to be given to any pupil at school.

Parents must be given written confirmation of any medication administered at school, a copy of which will be kept on the pupil's file. Proformas for this are available from the school office, in addition parents can give blanket permission for the use of non-prescription children's dosage medicines at the start of the school year

Children will need to take medication during the school day e.g. antibiotics. However, wherever possible the timing and dosage should be arranged so that the medication can be administered at home.

### **(i) Non-Prescription Medication**

These are only to be administered by the Lead First Aider or a designated person if they have agreed to this extension of their role and have been appropriately trained.

A teacher may administer non-prescription medication on a residential school trip provided that written consent\* has been obtained in advance. This may include travel sickness pills or pain relief.

All medication administered must be documented, signed for and parents informed in writing.

Parents are asked to complete a consent form when they join the school to cover the administration of non-prescription medicines when deemed necessary by a school first aider provided that parents are contacted immediately before the administration of the medication. In all cases which rely on such on-going consent, parents must be informed in writing / electronically that the administration of medication has taken place.

The school usually only administers prescription medicines in the EYFS.

### **(ii) Prescription-Only Medication**

Prescribed medicines may be given to a pupil by the Lead First Aider or a designated person if they have agreed to this extension of their role and have been appropriately trained. Written consent must be obtained from the parent or guardian, clearly stating the name of the medication, dose, frequency and length of course. The school will accept medication from parents only if it is in its original container, with the original dosage instructions. A form for the administration of medicines in school is available from the Lead First Aider, the school office and from the website.

### **(iii) Administration of Medication**

Any member of staff administering medication should be trained to an appropriate level, this includes specific training e.g. use of Epi-pens

- The medication must be checked before administration by the member of staff confirming the medication name, pupil name, dose, time to be administered and the expiry date.
- In the absence of a school nurse, it is advisable that a second adult is present when administering medicine.
- Wash hands.
- Confirm that the pupil's name matches the name on the medication
- Explain to the pupil that his or her parents have requested the administration of the medication.
- Document any refusal of a pupil to take medication.
- Document, date and sign for what has been administered.
- Complete the form which goes back to parents

- Ensure that the medication is correctly stored in a locked drawer or cupboard, out of the reach of pupils.
- Antibiotics and any other medication which requires refrigeration should be stored in the fridge in the staff room. All medication should be clearly labelled with the pupil's name and dosage.
- Parents should be asked to dispose of any out of date medication.
- At the end of the school year:
  - all medication should be returned to parents
  - any remaining medication belonging to children to be disposed of via a pharmacy or GP surgery.
- Used needles and syringes must be disposed of in the sharps box kept in the sick room.

#### **(iv) Emergency Medication**

It is the parents' responsibility to inform the school of any long-term medical condition that may require regular or emergency medication to be given. In these circumstances a health care plan may be required and this will be completed and agreed with parents.

**July 2016**