

*'Reach for the Stars'*



# **Medication Policy**

**Last Reviewed:** January 2023

**Review Date:** January 2024

## Medication Policy

Etruscan Primary School is an inclusive community that welcomes and supports pupils with medical conditions.

### **Etruscan Primary School has clear guidance on providing care and support and administering medication at school.**

- We understand the importance of medication being taken and care received as detailed in a child's Individual Care Plan (ICP) or short term medication consent form.
- We will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. We will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies.
- We will not give medication to a child under 16 without a parent's written consent except in exceptional circumstances where a parent's verbal consent will be obtained. Medication prescribed by a healthcare professional and medicines bought 'over the counter' may be administered with the written permission from the parent/carer and with the permission of the Headteacher on the permission form available from the school office. Parents may be permitted to come into school during school hours to administer a single dose of analgesic and/or antipyretic medicine such as paracetamol or ibuprofen if they feel it is necessary.
- Any medication administered by staff is done so by a member of the Senior Leadership Team with another member of staff as a witness. Both members of staff sign the medication form to record the type of medication administered as well as the dose. Apart from inhalers and Epi-pens, children are taken to the place the medication is stored for administration, not the other way around
- Medicines will only be administered at school when it would be detrimental to the child's health not to do so and where it is not clinically possible to arrange doses to be taken solely outside of school hours. Therefore this school will normally only administer prescribed medication in cases where a child has been instructed to take 4 doses of the prescribed medicine per day.
- When administering medication, for example antibiotics, we will check the maximum dosage and when the previous dose was given with the parents.
- Children at this school will not administer their own medication, unless they have received appropriate training and it is the wish of the child and their parent. This will be recorded on their ICP. A member of staff must be present to supervise and be prepared to intervene if necessary to ensure the child's health and safety are not compromised. Whilst children will be encouraged to keep themselves healthy, and self-care is to be promoted, this school recognises that some children's needs may be complex and some medical conditions can be fatal if not managed well.

- If a child refuses to take their medication or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the ICP, if applicable and parents will be informed.

### **Etruscan Primary School has clear guidance on the storage of medication and equipment at school.**

- We make sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment (i.e. inhaler, Epi-pen) is readily available wherever the child is in the school and on off-site activities, and is not locked away. Children at this school know to ask any member of staff and that they may have immediate access to their medication when required. Medications are stored safely in the classroom (for example inhalers, Epi-pens), in locked medicines cupboard in the school office or the locked fridge if required to be stored at a controlled temperature, with only named staff having access.
- Prescribed creams will only be stored in classrooms with authorisation from the Headteacher.
- We will only accept and store medication that is in date and labelled in its original container, complete with dispensing label including the child's name and instructions for administering from a qualified healthcare professional.
- We will check all medication held in school on at least a termly basis and all medicines which will expire before the end of the following term will be returned to parents and replacements requested.

### **Etruscan Primary School has clear guidance about record keeping**

- Parents at this school are asked if their child has any medical conditions on the admission form.
- Medical information for each class is available in the class file. This information should be checked before teaching the class. There is also a list of children who have inhalers. Children should be supervised whilst taking their inhalers. Children with any individual needs such as allergies or medical conditions have a Health Care Plan. A copy of this is in the class file and should be checked before teaching any class in the school.
- We will make sure that a trained member of staff is available to accompany a child with a medical condition on an off-site educational visit and the needs of the child, associated risks and how these are to be managed will be included in the risk assessment for the visit.
- Parents at our school understand that they should let the school know immediately if their child's needs change and provide enough information to ensure their needs are met.
- Medication consent forms are to be completed by a member of staff, including name of medication, duration of course, dosage, date prescribed and the time/s to be administered. This is to be checked and signed by the parent/guardian.

- We will not accept changes to medication from a parent. Changes to dosage/frequency/amount must come from a doctor's prescription.
- Medication log records are completed and witnessed on the administration of medication.

### **Procedure for the administration of medication**

- Teaching staff will be advised as and when a medication consent form is completed by the parent/guardian by the office staff.
- Office staff set a timer to ensure the medication is given at the correct time.
- When it is time for the medication to be given the Teacher/TA/EYP to take the child to the office where the medication will be released by Julie Brookes and a member of the SLT notified. The medicine should not leave the school office. The member of staff will stay with the child whilst the medication is being administered, carrying out the checks on the medication log i.e. checking the child's identity, the medication and dosage and sign to witness the medication has been given.
- Only members of the SLT (Ms Clarke, Mrs Brookes, Mrs Tranter, Mrs Fox, Miss Thorley) to administer medication as per instruction on consent form.
- Complete the Medication Consent and Log form including: date, time and dosage given. This form needs to be signed by the person administering the medication and then countersigned by the witness.

This policy will be reviewed annually.

Signed:

.....Headteacher

.....Co-chair of governors