



# MEDICINES POLICY

Approved: October 2016

Review Date: October 2019



“What you are is God’s gift  
to you, what you become  
is your gift to God”

## OVERVIEW

Where learners have been prescribed medications by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need medication during school hours have their special need met to give them fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures for the medications to be kept and administered.

## OBJECTIVES

1. To keep medication safe in school.
2. To ensure that children who need to take medication whilst they are in school have their needs met in a safe and sensitive manner.
3. To make safe provisions for the supervision and administration of medication in school time.

## SHORT TERM MEDICATION STRATEGY | E.g. One course of antibiotics, short term pain relief etc...

1. If a child needs medication, parents will always be asked in the first instance to time the medication so it can be administered at home. If and ONLY IF, this CANNOT happen, medication will be administered at school according to the instructions in this policy.
2. Medication prescribed by a doctor or authorised health care worker can be administered in school by staff but only with full parental consent (Appendix A must be fully complete).
3. All Saints will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container
4. Children under 16 will never be given medicine containing aspirin unless prescribed by a doctor.
5. Age appropriate medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents written permission must be sought. (Appendix A must be fully complete)
6. Only medication which is necessary for a child to remain in school will be given during school.
7. Classroom staff will administer short term medication with the class teacher leading and responsible for communication to other staff members and parents / carers.
8. Classroom staff will have a designated area in class to communicate medication messages. The area will have the **Medication Folder** - containing a list of consent forms for that day
9. Staff members who administer medicine will sign the consent form each time they administer medicine to avoid over administration. They will also talk to the children about when they were last given the medicine before they administer. If what the child says does not match the consent form, the medication is not to be administered until the situation is resolved (this needs to be done immediately)

10. In emergency, the headteacher or teacher in charge will make appropriate alternative arrangements for medication administration. In some circumstances (such as residential holidays), as determined by the headteacher, a child's parents or qualified, specialist, nursing or other school staff may be asked to administer the medication.
11. Parents must send written requests to the school when they wish the school to supervise or administer medication – Appendix A.
12. Parents must visit the class teacher to discuss what is being requested and to agree the procedures proposed by the school.
13. Staff member MUST photocopy and give the fully completed, Appendix A to the parent / carer with the medication at the end of the school day
14. Medication must be sent into school in its original container.
15. Medication will be kept in a locked box in class according to the instructions on its container. Where medication needs to be kept in a refrigerator, this will be stored in the small refrigerator in the inner school office.
16. When pupils needing medication are on visits away from school, the school will do its best to see that as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parent will be requested to accompany them on such visits and outings.
17. Emergency medication will be administered if needed by trained staff according to the care plan.

#### LONG TERM MEDICATION STRATEGY | E.g. Daily medication for CF, allergies, ADHD etc...

1. If a child needs medication, parents will always be asked in the first instance to time the medication so it can be administered at home. If and ONLY IF, this CANNOT happen, medication will be administered at school according to the instructions in this policy.
2. Medication prescribed by a doctor or authorised health care worker can be administered in school by staff but only with full parental consent (Appendix B must be fully complete).
3. All Saints will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container
4. Children under 16 will never be given medicine containing aspirin unless prescribed by a doctor.
5. Age appropriate medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents written permission must be sought. (Appendix B must be fully complete)
6. Only medication which is necessary for a child to remain in school will be given during school.
7. Classroom staff will administer long term medication with the class teacher leading and responsible for communication to other staff members and parents / carers.
8. Classroom staff will have a designated area in class to communicate medication messages. The area will have the **Medication Folder** - containing a list of consent forms for that day

9. Staff members who administer medicine will sign the consent form each time they administer medicine to avoid ovoid over administration. They will also talk to the children about when they were last given the medicine before they administer. If what the child says does not match the consent form, the medication is not to be administered until the situation is resolved (this needs to be done immediately)
10. In emergency, the headteacher or teacher in charge will make appropriate alternative arrangements for medication administration. In some circumstances (such as residential holidays), as determined by the headteacher, a child's parents or qualified, specialist, nursing or other school staff may be asked to administer the medication.
11. Parents must send written requests to the school when they wish the school to supervise or administer long term medication – Appendix B.
12. Parents must visit the class to discuss what is being requested and to agree the procedures proposed by the school.
13. Staff member MUST photocopy and give the fully completed, Appendix B to the parent / carer
14. Staff member will fill in the chart each time medicines are administered.
15. Medication must be sent into school in its original container.
16. Medication will be kept in a locked box in class according to the instructions on its container. Where medication needs to be kept in a refrigerator, this will be stored in the small refrigerator in the inner school office.
17. When pupils needing medication are on visits away from school, the school will do its best to see that as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parent will be requested to accompany them on such visits and outings.
18. Emergency medication will be administered if needed by trained staff according to the care plan.

## OUTCOMES

The school will do all that it can to ensure that children with medical and special needs will have as little as possible disruption to their education. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication.

APPENDIX A

## ADMINISTERING SHORT TERM MEDICATION CONSENT FORM

Only medication which is necessary for a child to remain in school will be given during the school hours.

Prescription medication must be properly identified with the prescription label from a pharmacy. This will include: student name, medication name, directions concerning dosage, route of administration (oral, topical, right eye, left ear, etc.), time that the medication is to be given, and length of time medication is to be given (duration).

I, ..... (parent/carer name), authorise staff at All

Saints Hesketh with Becconsall Church of England School to administer

..... (name of medication/s)

to my child ..... (child's name) with the following instructions:

Dosage	
Time(s)	
Special Instructions (ie: on full/empty stomach, etc.)	
Possible Side Effects	

Time and date administered:

Date	Time	Staff Member PRINT and sign

Staff member administering medication **MUST** photocopy and give this completed sheet to the parent / carer with the medication at the end of each school day

Signature of Consent

- I understand that this medication will be given by a member of school staff. I further release the school and its personnel from any liability resulting from any untoward effects that this medication may cause when dispensed at school. I understand that if I do not agree to and sign the medication consent form, that the medication will not be administered at school.
- I confirm all of the information on this form is correct and up to date
- I give permission for school staff to administer the medicines listed above to my child using the doses and times stated.

Signature of parent / carer	
PRINTED name of parent / carer	
Date and time	

## APPENDIX B

# ADMINISTERING LONG TERM MEDICATION CONSENT FORM

Only medication which is necessary for a child to remain in school will be given during the school hours.

Prescription medication must be properly identified with the prescription label from a pharmacy. This will include: student name, medication name, directions concerning dosage, route of administration (oral, topical, right eye, left ear, etc.), time that the medication is to be given, and length of time medication is to be given (duration).

I, ..... (parent/carer name), authorise staff at All

Saints Hesketh with Becconsall Church of England School to administer

..... (name of medication/s)

to my child ..... (child's name) with the following instructions:

Dosage	
Time(s)	
Special Instructions (ie: on full/empty stomach, etc.)	
Possible Side Effects	

### Signature of Consent

- I understand that this medication will be given by a member of school staff.
- The medication will be given daily until the parent / carer instructs school to stop (in writing)
- I further release the school and its personnel from any liability resulting from any untoward effects that this medication may cause when dispensed at school. I understand that if I do not agree to and sign the medication consent form, that the medication will not be administered at school.
- I confirm all of the information on this form is correct and up to date
- I give permission for school staff to administer the medicines listed above to my child using the doses and times stated

Signature of parent / carer	
PRINTED name of parent / carer	
Date and time	

Staff to CHECK and FILL IN the form overleaf each time medication is administered.







