

## KIRKBY MALZEARD CE PRIMARY SCHOOL

**Policy Title:** MEDICATION POLICY

**Contact Person:** Mrs A.M.Peacock

### **Rationale:**

At Kirkby Malzeard C.E. School we work as a team within the community and aim to support our families when we can. School staff are advised not to administer medication to a child but we realise that children may need medication for an on-going medical condition or that they may return to school after illness or infection and may have a course of prescribed treatment to complete. In these circumstances we have a strict procedure in place to support these pupils and their families but if a child needs medication during the school day there are strict guidelines which must be adhered to at all times. This will ensure the health and safety of all pupils in our care. Parents/carers will be made aware of the schools policy on administering medication by letter from the head teacher and it will also be explained in the school brochure. This policy works in conjunction with the First Aid and Medicines policy.

### **Aims & Objectives:**

If a child requires medication, as indicated above, it will be administered by a named person. Following the completion of the necessary authority and consent forms. A letter from the parent is **not** an acceptable alternative; the appropriate school form must be completed and signed by the parent/carer. Only under very exceptional circumstances and at the Head Teacher's discretion will un-prescribed medication be given. If children are unwell and need medication for headaches etc the best place for them is at home. Under no circumstances will aspirin be given to pupils unless prescribed by a doctor.

### **Roles & Responsibilities:**

#### **Procedure for administering medication to pupils:**

1. The medication must be **brought into school by the parent/carer** and handed in at the Reception office to Mrs Blakey or Mrs Burn. We cannot accept medication from children.
2. The medication should be as supplied by the pharmacist – in the correct bottle or packet, labelled by the pharmacist with the child's name, the name of the medicine and the dosage. We cannot accept medication in any other package and without a pharmacist's label.
3. A consent form for the administration of medication should be completed (see attached forms) and placed in the medical file. This will clearly state dosage and how long treatment will last.
4. All temporary medication should be **collected by the parent/carer** at the **end of the school day** to allow medication to continue at home. We cannot hand medication to pupils in the interests of safety.
5. In the case of long term medication, we can arrange to keep this on the premises and a medicines record is set up to ensure we know exactly how much medication we have on the premises.( See attached record sheet.)

6. In the case of medical conditions requiring long term medication we will also complete a 'care plan' with the Parent/Carer, to ensure we are fully aware of the pupil's condition.

7. In the event of the school agreeing to administer any un-prescribed medication this **must** be in the correct packaging, with name and dosage. A consent form would also be completed. The administration of un-prescribed drugs would only be in exceptional circumstances and for one day e.g. if a child had toothache and had an appointment later in the day.

**Storage of Medication:**

All medications (other than inhalers) will be kept in a locked cabinet in the Main Reception Office (or in the fridge if required). Inhalers will be stored safely, on the top shelf of the class stock cupboard to ensure they are readily available for children in case of emergency.

**Action to be taken:**

- All school staff to be aware of policy and procedures with regard to medication.
- Consultation process with Governing Body to adopt policy.
- Parents/Carers to be informed of new medication policy.
- Timetable for frequency of review established.

Who will be responsible for monitoring? ...Mrs A M Peacock.....

Adopted by Governing Body (Date) .....

Review date: September 2013

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**MEDICATION POLICY**

**Named persons to administer medication March 2013 – July 2013:**

**Mrs Margy Blakey**

**Mrs Andrea Peacock**

**Mrs Tania Buggy**

**Mrs Helen Fielding**