

ADMINISTRATION OF MEDICINE POLICY

(INCLUDING EYFS)

Version	1	2			
Policy reviewed on	September 2021	September 2022			
Policy written by	Mrs Boulton	Mrs Boulton			
Policy seen by Governor on (date / signature)	Mrs Wilcox	Mrs Wilcox			
Date of next review	September 2022	September 2024			

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

1.0 Rationale

1.1 Branwood is committed to ensuring that children stay healthy and safe. Branwood has devised its medicines policy and adopted strict procedures, in relation to the administering and storage of medicines to protect the health and welfare of children and all users of the school.

1.2 Branwood has written this policy to ensure that best practice and procedures are carried out at the school. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework. It is written in conjunction with the Managing Medical Conditions Policy.

2.0 Implementation of the policy

2.1 If a child or adult requires medicines to be administered during a session at the school, they will be encouraged to take responsibility for this themselves if it is the use of asthma inhalers.

2.2 Parents and carers should discuss the issues with a member of staff and agree on the action which is necessary to ensure the health and safety of the child or adult.

2.3 Members of staff at the school are permitted to administer medicines which have been prescribed from a General Practitioner (GP) and if the parents or carer has completed the school's *Administering Medicines Form* before the session (See 2.4 Providing the parent or carer has given written permission, non-prescription medicines such as Calpol may also be administered.)

2.4 Parents and carers wishing the school to administer medicine must complete and sign an 'Administering Medication Form' which is available from the main reception area or by request. NO PRESCRIBED MEDICATION WILL BE ADMINISTERED WITHOUT PRIOR COMPLETION OF THIS PERMISSION FORM. All children will be issued with a completed form detailing any non-prescribed medications given during the school day.

2.5 The Head may refuse a request to administer medication if he feels unable to carry out the task required or feels that he could be placing the child in danger.

2.6 The school reserves the right to decline a request from parents and carers to administer medication which requires a level technical knowledge or training which the staff at the school do not possess the skills or training to carry out safely.

2.7 Staff will be trained to administer Epipen's and asthma inhalers at the start of each new year. Staff will also receive diabetic training if required. Training will be provided to any staff for administration which requires medical or technical knowledge.

3.0 Procedure

3.1 A member of staff will be assigned to administer medication for each individual child concerned.

3.2 Medication prescribed by a doctor, dentist, nurse or pharmacist:

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription medicine will only be given to the person named on the bottle for the dosage stated.
- Medicines must be in their original containers.
- Parents and carers wishing the school to administer medicine must complete and sign an 'Administering Medication Form' which is available from the main reception area or by request. NO

PRESCRIBED MEDICATION WILL BE ADMINISTERED WITHOUT PRIOR COMPLETION OF THIS PERMISSION FORM. All children will be issued with a completed form detailing any non-prescribed medications given during the school day.

- The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed.
- The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed.
- Parents must notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The school will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist.
- The parent must be asked when the child has last been given the medication before coming to school; and the staff member must record this information on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day.
- At the time of administering the medicine, a member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- If the child refuses to take the appropriate medication, then a note will be made on the form.
- Where medication is 'essential' or may have side effects, discussion with the parent will take place to establish the appropriate response.

3.3 Non-prescription medication

- The school will not administer any non-prescription medication containing aspirin.
- The school will only administer non-prescription medication for a short initial period, (for example Calpol will not be administered more than 3 days in a row), dependant on the medication or the condition of the child. After this time medical attention should be sought.
- If the school feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse school care until the child is seen by a medical practitioner.
- If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, and the child has some medication on site then the school will always seek phone permission before administering any non-prescription medication.
- For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name.
- If any child is brought to school in a condition in which he/she may require medication sometime during the day, the head or deputy will decide if the child is fit to be left at school. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form.
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at school, together with the times and dosage given.

3.3 Staff medication

- All staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes

circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform the head and seek medical advice.

- Where staff may occasionally or regularly need medication, any such medication must be kept either in the staff room or a locked cupboard or in the office if staff need easy access to the medication such as an asthma inhaler. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be clearly labelled with the name of the member of staff.

3.4 Storage

- All medication for children must have the child's name clearly written on the original container and kept in either the staffroom or office, in one of the fridges. In all cases medication must be stored out of reach of all children.
- Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach.
- Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.
- All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

4.0 **Links to other Internal Policies**

4.1 The Administration of Medicines Policy should be read in conjunction with other policies including Managing Medical Conditions, EYFS, safeguarding, First Aid depending upon the reason for referring to them.

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