

# Halfway Nursery Infant School



## Administration of Medicines Policy

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Signed (Headteacher)	
Signed (Chair of Governors)	
Minute Number	

## HALFWAY NURSERY INFANT SCHOOL

### SCHOOL POLICY AND GUIDELINES FOR HANDLING AND ADMINISTERING MEDICINES IN SCHOOL

#### **Rationale**

We want all our pupils to be happy, safe, fit and well. In order to achieve this, we believe a clear policy on the handling and administration of medicines in school is necessary to safeguard all of the pupils in our care.

#### a) **Medical Equipment:**

It is to be the responsibility of First Aid staff in school to ensure that the first aid stocks are checked and replenished regularly and that all first aid equipment is maintained. Where deficiencies are identified, we ensure new stock is ordered through liaison with the school administrator.

#### b) **Storage, administration and handling of Medicines:**

For safety reasons, all medicines, with the exception of children's asthmatic inhalers and rescue medication (e.g. epipens), are stored centrally and securely in the staff room, and are handled by adults only. Inhalers and rescue medicine are securely stored in classrooms. Parents are asked to deliver any medication to school via the school office and to collect them at the end of the day in the same way. At no time should children be given medicines to bring in or take home from school. Only medicines that have been prescribed by a GP and are appropriately named are allowed in school. School will only administer medicines that are required to be taken 4 or more times per day, or medications which are required for long term, serious medical conditions – and only where we have written parental agreement to administer these. School will always administer life-saving medications.

#### c) **Parental Authorisation Forms:**

Before medication can be given in school, parents must complete the appropriate authorisation for administering medicines in school form, clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the school office.

All forms must be checked by authorised First Aid staff and the Head Teacher on a regular basis to ensure accuracy of information and expiry dates of medicines.

#### d) **Medicine Administration:**

In exceptional circumstances, the Head Teacher will dispense all oral medicine to children.

Key Stage 1 children with asthma, administer their own medication under supervision of the First Aider.

#### e) **Non-prescribed Medicines:**

Due to the increasing number of children receiving medication in school, medicines that are not prescribed, such as cough lozenges etc., will not be administered by First Aid staff and are not to be brought to school.

#### f) **Administration of Antibiotics:**

The administration of antibiotics in school will be permitted only if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime.

#### g) **Monitoring of Administration of Medicines:**

When a child receives medication in school, details are to be recorded on the appropriate Daily Medical Register which is located in the school office.

h) **Qualified First Aid Staff:**

First Aid staff must hold the appropriate up-to-date First Aid at Work and Paediatric First Aid Certificate and should attend renewal courses as necessary. Our current qualified First Aiders are listed in the First Aid policy.

i) **Educational Visits:**

A portable First-Aid kit and individual pupils medicines must be taken on Educational Visits. This is the only time medication will be allowed outside the designated storage area for medicines in school. On such visits medicines are to be transported and administered by a designated member of staff.

j) **Parents / Visitors:**

It is imperative that parents/carers and visitors do not bring their own medication into school. This includes paracetamol, aspirin, ibuprofen etc. Small pills and tablets can easily fall from pockets or out of bags onto the classroom floor. Our children are still very young and can often mistake pills/tablets for sweets. If parents/carers and visitors need to carry essential medication around with them e.g. epipens, inhalers etc. they are responsible for keeping this medication secure.