

URSULA TAYLOR C of E PRIMARY SCHOOL



Policy for Administration of Medicines during School Hours

From time to time, parents request that the school should dispense medicines, which need to be administered at regular intervals to children.

These fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments or require antibiotics (coughs, colds etc)

We are able to administer medication to children during school hours. Miss Debbie Daley and Mrs Tracy Harte have been trained to administer medicines.

If a child requires medication to be administered during school hours, this can be managed providing that parents complete the required paperwork and that all medication provided meets the required standards.

Medication must be brought directly to the school office, and clearly labelled with the child's name, dosage required and time that the medicine needs to be administered. Medication that requires refrigeration will be stored in the fridge in the staffroom. Other medication will be stored securely in the School Office. This includes calpol or cough sweets – all medication, however minor, must be recorded and stored securely.

Parents whom wish to administer their child's medication themselves will be allowed to do so, but this will need to occur during the child's lunchtime where ever possible. (Unless an alternative system is agreed between the parent / carer and the Headteacher)

If a child is prescribed medication on a regular basis the medication forms will need to be completed and reviewed regularly. Daily administration of medicines will be recorded in the same way as less frequent doses.

Teachers are not trained to administer medicines (with the exception of inhalers or medicines relating to epipens e.g. Anti-histamine) Asthma inhalers and anti-histamine/ epipens are detailed on a care plan and dealt with differently to other medications. (See our Asthma Policy for more detail)

For the school to agree to assist in long term medication:

- Parents must write to the school, giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration. (The indemnity form is held in the office.)
- The medicines must be brought to school in a properly labelled container which states: (a) The name of the medicine, (b) The dosage and (c) The time of the administration

- If a child suffers from a chronic illness or an ongoing medical condition, the advice of the School Nursing Team will be sought. In more serious cases, the School Nurse may be required to administer medication during the school day. If this was the case, the school would make allowances for this to happen and all individual children's needs will be accommodated as far as is reasonably practicable.

Class Teachers and Miss Daley, require parent to liaise frequently regarding medication, making us aware as soon as possible to any changes in health, changes to medication or dosage/times. Changes will be required in writing.

Other policies to read include:

Whole School Asthma Policy

Intimate Care Policy

SEN Policy and SEN Information Report

First Aid Policy

First Aid

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid – this falls under our 'Duty of Care'. If a more serious accident or incident occurs then one of the qualified first aiders must be consulted.

The qualified first aiders are:

- Miss D Daley (Senior First aider)
- Mrs T Harte (Out of School Care First Aider)
- Mrs H Lee (Senior First Aider / EYFS)
- Mrs A Shribbs (KS1)
- Mrs S Ghisi (Lunchtimes and EYFS)
- Mr G Beacon (Y 4/5/6 block)
- Mrs R Oakhill (Y4/5/6 block)
- Mrs C Coard (EYFS)
- Mrs J Grove (EYFS)
- Mrs S Heaslip (KS1)
- Mrs T Peters (KS1 / OSC)

Protocols for administering first aid:

Always wear disposable gloves when treating any accidents/incidents that involve body fluids. Make sure any waste is placed in a plastic bag and tied securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

All injuries are recorded. Teachers are responsible for letting parents know of minor injuries. Head Bumps must always be recorded and parents informed. Children who have bumped heads must be observed to identify any side effects which may occur.

Class Teachers / First Aiders and Office Staff have the responsibility to decide if an injury is sufficient enough to call a parent.

Updated October 2017