



*At Ashfield Valley we care for and value every child in a nurturing, inclusive environment.*

*All members of our school community will work hard to ensure that every pupil achieves their full potential and has the opportunity to shine.*

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# **Administration of Medicine Policy**

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Date Written: 01.07.2022

Next Review: 01.07.2023

## POLICY ON MEDICINES IN SCHOOL

Legally, schools are not compelled to administer medication to children, because of the risks involved and possible legal consequences. We will, wherever possible, assist children and parents by administering prescribed medicines in school time in line with the policy below.

### AIMS

- To safeguard against accidents arising from the transport, storage and administration of medicines.
- To remind parents that it is their responsibility to ensure correct administration of medicines.
- To protect the staff and school and minimise possibility of error.
- To avoid unnecessary exclusion of any child who is fit for school but who is completing a course of treatment.
- To help those children with longer term disorders (e.g. asthma) to take appropriate medicines so they can take as full a part as possible in all school activities.

### SHORT TERM ILLNESS

When children have an infectious illness they should not attend school or seek medical advice.

Children, who have recovered, should return to school as soon as possible, including where they are completing a course of treatment.

Every effort should be made for medicines to be administered at home and not at school. For instance, a course of antibiotics which is to be taken 3 times a day can usually be given to the child: before leaving school in the morning; immediately upon returning home in the afternoon; before going to bed at night.

If it is essential for a child to receive medication during the school day the parent should bring the appropriate medicine to school at a suitable time (e.g. lunchtime) and administer it to the child in the school office. After the dose has been administered the parent must take any remaining medication with them when they leave the school premises.

### FOR PRESCRIBED MEDICINES ONLY

On occasions when it is impossible for a parent to visit the school to administer a prescribed medicine, the parent may request that a member of school staff supervise the child taking the medicine during the school day. For safeguarding purposes the supervision will be overseen by a second member of the school staff. The parent must first deliver a written request to the school office (a standard request form is available from the school office).

The details should include:

- the name of the child/ child's class
- the reason for the request
- the name of the medicine
- clear dosage instructions
- the duration of course of medicine
- parent contact name/number
- GP contact details

If the school agrees, the medicine must be brought to school by the parent/responsible adult, not the child, and delivered personally to the administrator in the school office. When parents deliver

the medicines they must also fill in/return the signed request form to show that it is their decision to leave the medicine in school for their child to administer the medicine under the supervision of a second member of staff.

The medicine must be clearly labelled with;

- The chemist dosage label with the child's name, name of the medication, the prescribed dose and the time of administration.
- The date of prescription (only medicines that are in date will be accepted by school)
- If required, a suitable medicine spoon should be included.
- Medicines will be kept in the school office or refrigerator where stated

### **LONG TERM ILLNESS**

With certain long-term illnesses or allergies e.g. asthma, it is important that children have their treatment at agreed times through the day, or available for use as needed. If this is so for your child please:

- Give the school office a written request for the treatment to be kept at and used in school, using the same form as for short-term medicines.
- Deliver the medication to the school office.
- If the medication must be taken immediately e.g. allergic reaction it must be kept by the classteacher.

Inhalers should be clearly marked with your child's name and kept in the child's classroom so they have access to use as required. Children's parents should complete an asthma 'health care plan' every year which states when their child might need to use their inhaler and how many puffs they should take. Inhalers are regularly checked by staff to check that they are in date.

The staff at Ashfield Valley have had training on how to use an EpiPen. If a child needs an EpiPen, the EpiPen is kept in the classroom and the location is clearly marked in the classroom.

Any medicine left at the end of the course must be collected by a parent/ responsible adult on the finish date specified on the request form. Any medicines which are not collected will be disposed of.

### **SUN CREAM**

In warm weather it is advisable that sun cream is applied at home in the morning. Sun cream must not be brought to school by your child.

### **NON PRESCRIBED MEDICINES**

Please do not send creams, lozenges or any other non-prescribed medicines to school with your child.

If you have any concerns regarding your child and their medication please do not hesitate to contact school to discuss any issues.

At school we have a medical list. This can be found in the SEND folder in every classroom. The kitchen staff also have a copy of the medical list and they have photographs of all children with allergies.

**REQUEST TO ADMINISTER MEDICINE DURING THE SCHOOL DAY**

Name of pupil.....

I hereby authorise a member of staff from Ashfield Valley Primary School and Nursery to supervise my child taking the following medication.

Name of medicine..... which has been prescribed by a General Practitioner/Consultant/Doctor to be taken ..... times a day.

Dosage..... Given at.....

Signed..... Parent/Guardian

**Record of medication administered**

<b>Date</b>	<b>Taken by</b>	<b>Time Given</b>	<b>Dosage</b>	<b>Supervised by 2 members of staff Names</b>	<b>Signature</b>

Signed: (headteacher)

Date: October 2021

Agreed by the Governing Body

Review October 2022