



Watermill School
Administration of Essential
Medication Policy.

September 2019.

1. It is at the discretion of the Head teacher whether medication prescribed by a doctor may be accepted and given to a pupil during the school day, and will always be limited to essential medication only.
- 2a. It is the responsibility of the parents/carers to supply information about the medicines that their child needs to take in school and of any changes to the prescription. Parents/carers are required to complete and sign a medication care plan that asks for this information.
- 2b. Non-prescription medication should never be given to a pupil unless there is specific, prior, written permission from parents/carers. The school has generic paracetamol for use if a pupil has a temperature of 38°C or is in obvious signs of pain or distress. Parents/carers need to give written permission in the form of a care plan, which is then held within the medical folder in the medical room. Parents/carers will be contacted prior to administration.

Please note that the guidelines state that a child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

3. Members of staff will have training including advice about storage of medicines, safety, side-effects and the importance of recording administration accurately.
4. Medication brought into school should be in its original container complete with its original chemist label. Medicines should not be transferred from one container to another, meaning that only medicines as supplied by a chemist should be brought into school.

The label should clearly state-

- Name of the pupil
- Date of dispensing
- Dose and frequency
- Precautions/special storage instructions
- Name of medication
- Expiry Date

5. The medication will be kept safely and be accessible when required but restrict open access to pupils.

Certain medication requires special storage e.g. stored away from light, or within a certain temperature range. These details will need to be recorded on the medication care plan.

6. The school will keep an individual record for each pupil when medication has been administered. The administration of any medication will be recorded with two signatures. These will be archived in the pupil records.
7. If an individual refuses to take their medication, school staff will not force them to do so. The school will inform parents/carers about the refusal and this would be recorded.
8. If the school has any doubts about the medication procedures/instructions they will check with the parents/carers and/or the Our Health 5-19 Hub before taking further action.
9. A member of the school staff will check the expiry dates and stock levels of all the medications on a monthly basis. This person will provide written notification to the parents/carers in advance if further supplies are required.

Please note that if medication is not received in school then it cannot be given to your child as requested. Two requests will be made.

Any expired medication will be taken to the local chemist to be disposed of and not returned home via the bus escorts.

Any medication sent into school must be via the bus escorts and not in the pupils' bag.

10. In the event of a pupil being out of school on an educational visit, an appropriately trained member of staff will be responsible for the administration of prescribed medication during the visit.

Reviewed: 30/09/19

Tracey J Bailey

Special School Nurse

Targeted Intervention Service

Our Health 5-19

References

National Service Framework: Standard 10-Medicines for Children & Young People 2004 DOH. DFES

Supporting pupils at school with medical conditions. DOH. December 2015