



Watermill School

Administration of Essential Medication Policy

Policy Information		
Policy Author: Lucy Hartshorn, Janice Bytheway Governing Board approval date/date policy is in effect from: September 2022		
Review information:	Summary of amendments	Date of next review:
Date: 17/09/2022 Name of reviewer/s: Lucy Hartshorn		September 2024
Date: 19/05/2023 Name of reviewer/s: Donna Dodd	Need for paperwork to be copied and given to medication/first aid lead. No non prescription medications to be administered by staff.	May 2024
Date: September 2024 Name of reviewer/s: J Lomas	Reviewed and continued	September 2025
Date: September 2025 Name of reviewer/s: Gemma Wood	Reviewed and continued	September 2026
Date: Name of reviewer/s:		



Administration of Essential Medication Policy

1. It is at the discretion of the Headteacher or other members of the Senior Leadership Team 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 that needs to be given in 4 daily doses
2. It is the responsibility of the parents/carers to supply information about the medicines that their child needs to take into 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 in school. The school has three types of generic paracetamol for use if a pupil has a temperature of 38°C or above 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 room of the person who is in charge of medical records and in the medical room. A Copy of permissions will also be held in the school office. Parents/carers will be contacted prior to administration. If the parent/carer is unable to be contacted and the child has a temperature or is in obvious pain or discomfort, the professional will use their own judgment to give the paracetamol. If it is before 12 noon and Paracetamol is deemed necessary then parents must be contacted to ensure non-has already been given that morning. Parents will be informed of the administration of paracetamol via telephone or home school book.

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. The medicine should not be out of date. 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. All medication administered to pupils throughout the school day are required to have relevant paperwork filled out. See appendices below. This also includes inhalers and rescue medication. Once the relevant paper work has been completed by the parent/carer and signed by a member of SLT a copy should be kept with the pupils medication and a copy given to medication/first aid lead.

7. 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.

8. 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.

9. 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.

10. 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.

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.

11. 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.

References

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

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