

# Brereton C of E (A) Primary School



## Administering Medication Policy

### Philosophy

We believe that our school has a duty of care to adults and children to ensure that pupils with medication needs receive appropriate care and support at school. Clear and agreed systems ensure that all children and adults are given the same care and understanding, in our school. Brereton CE A Primary School.

### Aims

At Brereton C of E (A) Primary School we aim

- To ensure that an appropriate first aid area is in place. ie Medical Room.
- To ensure that designated members of staff receive the appropriate training.
- To ensure additional members of staff have received appropriate training for Early Years pupils.
- To record each Administration of Medication and maintain confidentiality on paper.

### Practice

#### First Aid Training.

All our First Aid members of staff are part of a rolling program to ensure the practices and procedures are up to date. An up to date list of employees who have undergone training is displayed in the Foundation and Key Stage One corridor on the First Aid station and in the Medical Room. Further training will be undertaken if required to support the pupil. ie Doctors, Nurses, Parents, pupils

#### Medication

A permission form must be completed for each medication item, clearly stating the pupil/adults name, dosage, frequency, before or after food, store in a fridge, doctors details. No pupil will be given medicines without written parental consent. Medicines **MUST** be **in date**, **labelled**, and provided in the **original container** with dosage instructions and Doctors name. Medicines which do not meet these criteria will not be administered. We cannot be held responsible for side effects which occur when medication is taken correctly.

#### Medication Storage

All medication is stored in the Medical Room that has a high cupboard for non-fridge medications and a fridge designated for medications in the same room. Medication is stored in the cupboard in Medipac containers which have the child's photograph on the outside for ease of recognition and in the inside are a signed and dated permission form and the medication.

#### Procedures

A pupil is sent or collected from their classroom to the school office where a member of the First Aid team will escort the pupil to the medical room where the medication is stored. The medication information will be read to ensure that it is the medicine for that child, the dosage and the time to be given. The medication is measured out and given to the pupil. The medication is sealed and stored correctly. The permission form is completed with the time, date, pupils name, medication, dosage given, any reaction and signed.

A Health Care Plan is in place for pupils with long-term conditions, and all agencies will be involved in writing this plan. Parents and carers will be expected to keep the school informed about any changes to their child/children's health.

# *Brereton C of E (A) Primary School*



## *Administering Medication Policy*

*Attached to this policy are copies of the Incident Report Form, Bumped Head letter and a request to administer medication.*

*This policy should be read in conjunction with the following relevant policies:*

*First Aid policy*

*This policy was ratified by Governors on 8<sup>th</sup> June 2016*

*This policy will be reviewed in June 2018*

# *Brereton C of E (A) Primary School*



## *Medication Administration Form*

Brereton CE A Primary School will not give your child medicine unless you complete and sign this form. I understand that I must deliver the medicine personally to the school office and I accept that this is a service that the school is not obliged to undertake.	
Name of Child:	
Date of Birth:	
Year/Class:	
Medical condition/illness	
Medicine/s Name/Type(as described on the container):	
Date dispensed:	Expiry date:
Dosage, method and timing:	
Special Precautions:	
Are there any side effects that the school needs to know about:	
Who is responsible in an emergency (Name, telephone number):	
Signed(Parent):	Dated
Signed(First Aider):	Dated:

