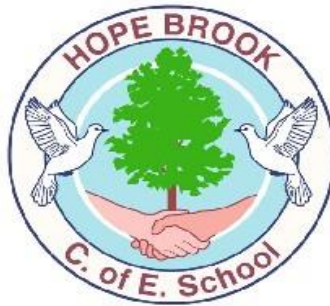


Hope Brook Church of England Primary School



Administration of Medicine Policy

The staff and governors are committed to the development of each child in a positive, healthy and respectful learning environment to encourage all children to achieve their fullest potential.

We want all the children and adults to achieve success through their own efforts, teamwork, self-discipline and motivation; and through links with the Church, the local community and the global community, work towards a better future for themselves and the world in which they live.

Policy for the Administration of Medicines

From September 2014, a governing body of a school must ensure that arrangements are in place to support pupils with medical conditions. The following policy outlines our policy and protocol in administering medication. (Supporting pupils at school with medical conditions – February 2014)

We will:

- Administer prescription medicines during the school day if absolutely necessary (i.e. in cases where it would be detrimental to the child's health if it were not administered during the school day) The medicines will be administered by the office staff
- Require parents to complete a consent form detailing doses and times. Medicines must be supplied in the original container they were dispensed in
- Devise Individual Medical Care Plans, with parents, for managing long-term medical needs
- Ensure that all staff are aware of specific medical needs, particularly of pupils with Individual Medical Care Plans and will be provided with training appropriate to the needs of that care plan. (e.g. treating anaphylactic shock)
- Appoint a 'named person' for the administration of medication that requires specialist training (e.g. Epipens)
- Ensure that where specialist training is required, it is provided by a qualified health professional
- Ensure inhalers are kept in the classrooms so they are always accessible. Their location is agreed between staff and pupils
- Supervise the administration of inhalers
- Store prescribed medication safely and appropriately
- Document administration
- Administer medication in emergency procedures according to national / local guidance (i.e. following guidance for asthma sufferers – following poster displayed in staff room)
- Identify a 'named person' to audit the dates on medicines and medical resources

We will not:

- Administer non-prescription medication unless agreed with the Headteacher
- Administer any aspirin or ibuprofen-based medicines unless prescribed by a doctor
- Administer inhalers – children should be taught to self-administer (Procedures may be adapted for pupils in the younger years)

Medication and Off-site Activities

- A named member of staff has responsibility for management of medication. This person must be given all the relevant information in writing by the parents

- In Key Stage One, group leaders (who may be parents / carers or a member of staff) look after the inhalers of their group members. Parents wishing their children to take full responsibility for their own inhalers must agree this with the Headteacher or the responsible adult
- Key Stage Two children carry their own inhalers for self-administration under supervision
- For residential visits, parents are asked to give written consent for the use of mild analgesics if required

Medication and Breakfast Club or After School Club

- Wherever possible medication should be administered prior to attending Breakfast Club
- If medication is likely to be required during After School Club or Breakfast Club, parents will be required to complete the paperwork at the school office
- The administrative staff will be responsible for ensuring transfer of medication between school and Pippins@Hope Brook

We ask parents to help by:

- Administering medicines out of school hours wherever possible
- Offering to administer medication during the school day themselves
- Training inhaler users to self-administer
- Ensuring that medicines are 'in date' and collecting medication no longer required
- Ensuring that current and accurate medical information is passed to the office
- Ensuring that their children only bring to school adequate medication appropriate to their individual needs i.e. will limit the quantity of over the counter medicines held by their child

Date of policy: March 2014

Date of review: March 2019

This policy was formulated in consultation with the Headteacher and teaching staff.

This policy was accepted by the Governing Body at their meeting on Wednesday 12th March 2014, and will be reviewed in 5 years.

Signed

Chair of Governors

Signed

Headteacher