WAVERLEY PRIMARY SCHOOL ADMINISTERING MEDICINES POLICY

The aim of the Waverley Primary School is to ensure that all staff and parents/carers are aware of the procedures to be followed in the administration of prescribed medication to children. The school understands the safe and effective administration and management of prescribed medication to be an essential part of its duties and procedures to safeguard the health and well-being of children in its care.

Many children have the occasional or regular need to take prescribed medication to keep them in good health and to ensure their well-being. We are keen to ensure that the need for medical care, or the administration of prescribed medication, does not stop children from attending regularly and will therefore arrange for the administration of prescribed medication by advance agreement with their parents or guardians.

The school understands the importance of ensuring that medication is administered correctly and that mistakes involving medication may be damaging to the health and well-being of a child and will do all we can to ensure that our policies and procedures are robust and reflect good practice in line with national guidance.

To safeguard the health of children, prescription medication will only be administered by first aid trained staff. We will only administer prescription medication that is signed into school by a parent or carer and supplied in the original packaging with the pharmacy label attached. Only medication that must be taken during school hours will be administered. Where medication can be given to the child when they are at home then the school would expect the parents / carers to make alternative arrangements for the medication to be given.

It is the Parents / Carers responsibility to inform the school of any health details and medication required when children are admitted to the school. Parents should give details of any changes in a child’s medical condition to the school immediately.

Children with complex or long-term medical or health needs will have a healthcare plan drawn up with parents / carers, school first aid staff and other health care professionals involved in their care.

Medication to be administered in school must be brought in by the parents / carers themselves and handed to a member of staff. The medication must be in its original container and bear its original label which must be legible and must have the name of the child on it. These will be stored in a locked cabinet / fridge.

When administering medication staff should do the following:
a) Check that a signed consent form is in place  
b) Check the administration record to ensure that the medication is due  
c) Check the identity of the child  
d) Check the label of the medication for the name of the medication, the name of the child, the dosage and expiry date.  
e) Check that the child is not allergic to the medication  
f) Complete record of administration on consent form

All staff issuing medication will ensure that they complete their refresher training as required every three years.

All medication stored in school will be returned to parents / carers at the following times:  
a) The child no longer requires the medication  
b) The medication has reached its expiry date  
c) The child leaves the school  
d) At the end of each Academic year.

A lot of children in school require access to their asthma inhalers. These must be signed into school in accordance with the guidelines for administering medication. Inhalers will be stored in the child’s classroom so they are accessible at all times. Inhalers will not be administered by first aid staff unless the child is unable to do so themselves. Although they will not formally be monitored staff will raise any concerns of increased use to parents / carers.

Parents / Carers must ensure that children have their required medication in school at all times, school reserves the right to stop pupils going on school trips or sporting activities if they do not have their medication and staff feel that the child’s health may be a risk.

Last Reviewed 24/10/2018  
Next Review: Oct 2020