



Meadowside Primary School

Medication Policy

Reviewed: May 2017

Next Review: May 2018

Medication

There is no legal duty which requires school staff to administer medication. This is purely a voluntary role. However, a positive response a school to a pupils medical needs will not only benefit the pupil directly but positively influence the attitude of the entire class. The medication requires by pupils will vary from being short term to requiring daily administration, in order that pupils may continue their education.

General administration

- ✧ Where possible, medication should be administered to children outside school hours. Where this is not possible, parents are welcome to come to school and administer medication when it is needed.
- ✧ Prescribed medication only will be administered by staff at the schools discretion. The parent/guardian must complete a permission form prior to any medication being administered.
- ✧ Non prescribed medication will not be administered by staff. However, in certain circumstances i.e. on residential trips, it maybe appropriate to seek parents permission for mild analgesic such as paracetamol to relieve pain if necessary, to be administered at the schools discretion.
- ✧ No creams or lotions will be administered. In first aid situations, the wound is cleaned with water. No antiseptics are needed in the treatment of cuts or bruises. Where a dressing needs to be applied, sterile dressings will be applied such as plasters or other dressings. Allergy sufferers will be treated accordingly.
- ✧ The child will be encouraged to administer their own medication. Where this is not possible due to age of child/ nature of medication/illness, it will be administered by qualified first aider.
- ✧ If a child refuses to take their medication, the staff will not force them. Their parents will be informed as a matter of urgency.
- ✧ Parents should advise staff if there are any possible side effects of the medication, and how these can be rectified.
- ✧ It is the parents responsibility to ensure the medication is supplied, labelled correctly with the child's name, times, dosage and how to administer. Staff may contact the parents or GP is unsure about administering the medication.
- ✧ Before administering medication, staff should ensure it is for that child and in date. Checks should be made to ensure parents are informed well in advance of it going out of date so that it can be replaced.
- ✧ It is good practise, but not a legal requirement, to keep a record of medication given to pupils. A Matrix document will be filled in for each

child when medication is administered. This will involve, what the medication is, dosage, time and what staff were involved. This will be kept with the child's medication. When this medication is not administered any more, the matrix document will be put into the child's file, until it may be needed again.

Storage

- ✦ Medicines will be stored out of reach of children. Medication such as Inhalers or epi-pens, will be kept in the child's classroom. Its location will be known by all staff and easily accessible. If there is any other medication on site, it will be stored in a lockable cabinet in the school office, or secure fridge if necessary.

Staff training

- ✦ Staff will be trained on administering medication such as epi-pens. This will be done by the school nurse. Training will be updated as required.

Emergency administration

- ✦ If an emergency arises which requires medication, first aid staff will be alerted immediately via word of mouth or red triangle stating where the emergency is.
- ✦ In cases of anaphylaxis, the child's usual medication will be administered immediately. Parents will be informed. Ambulance will be called if necessary. Where the child has no medication, first aid actions will be taken, parents will be informed and ambulance called immediately.

Meadowside Primary School
Request for the administration of medicines in school

Child's name: _____	Year _____
GPs name: _____	GP's tel: _____

The Doctor has prescribed the following:

Name of medication	Dosage i.e. 1x5ml	Time	Any side effects?

I give my permission for Meadowside School staff to support my child in administering the medication above.

I understand that this is purely on a voluntary role and the school accepts no liability in failure to carry out the administration or if the child had an adverse reaction to the medication administered.

Signed: _____ Parent/guardian

Date: _____