

WEST TOWN LANE ACADEMY
WHERE LEARNING IS AN ADVENTURE
ADMINISTRATION OF MEDICATION POLICY



CHILDREN'S RIGHTS AND RESPONSIBILITIES

Article 24 – Children have the right to good quality health care.

RATIONALE

Involvement in the Administration of Medicine is now more frequently a part of the daily work of our school. It is therefore important to have a Policy in place to ensure correct procedures are followed to safeguard the children and adults concerned.

This Policy is in addition to, and complements, Department of Education's Supporting pupils at school with medical conditions publication, September 2014.

www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions

PURPOSES

- To ensure medicines are stored safely on school premises
- To safeguard children by ensuring parents understand the responsibilities of different people and need for information
- To protect staff by having procedures in place to follow

GUIDELINES

- Children may need to take medicines* in school for a variety of purposes: long term as part of planned treatment for a chronic condition or illness; short term (usually antibiotics) in order to promote recovery following an illness; to relieve the symptoms of a chronic condition that has acute episodes (e.g. Ventolin for asthma, EpiPen for allergies). Our school has systems in place to accommodate each of these as set out below.
- All medication in school must be clearly labelled with the child's name, the name of the medication, frequency of use and 'best before' date where applicable. It is the parent/carer's responsibility to ensure that this happens.
- Any planned medication, such as antibiotics, must be taken to the Office by the parent/carer. They must provide, in writing, comprehensive information about the medication and must sign and date authorisation for staff to administer that medication. The parent/carer is responsible for notifying the school of any changes.
- Planned medication will be stored in either a locked medical cabinet in the Office or in the fridge if it needs to be kept cool. Any medications stored in the fridge will be stored away from any food substance and placed in 'medication only' compartment.
- Trips and Visits: the Party Leader or nominated person must keep all medication and authorisation notes as above. We are not able to guarantee refrigeration of medicines whilst off site.

- 'Relieving' medication such as Ventolin should be kept by the Keystage 2 child or be readily available in their bag or coat. Keystage 1 children's inhalers etc should be kept in the first aid cupboard outside the Office.
- In line with the Department of Health's Guidance on the use of emergency inhalers in schools, September 2014, a Salbutamol inhaler and spacer are kept outside the main office in a designated drawer together with necessary paperwork. Only pupils on the Academy's Asthma Register, and whose parents/guardians have given written permission, are eligible to use this inhaler.
- Other medication for life-threatening conditions such as EpiPen can be carried by the children concerned, but an additional one must also be provided to the school. This will then be situated in a central area where staff can access it quickly when required.
- School will keep a register of pupils' medical conditions and allergies etc. This will be updated annually through Caremonkey** although parents/carers should notify the school of any changes as they occur.
- Staff will be asked to volunteer to take responsibility for administering medication. Where staff do not come forward it may be included into the Job Description of new staff and used as part of the recruitment strategy.
- Training will be available for staff and this may be provided by the school nurse, doctor or Occupational Health Department.

CONCLUSION

We will endeavour to accommodate all children in line with our Inclusion Policy. Where this includes administration of medicines, we will work within these guidelines to ensure children and staff are safeguarded.

This Policy should be read in conjunction with our Health and Safety Policy, First Aid Policy and Inclusion Policy.

***Medicines:** School will only administer prescribed medication. This is defined as any medication requiring a Medical or Dental Practitioner's Prescription, the exception being pain relieving medication such as Calpol. This may be administered in exceptional circumstances at the discretion of the Headteacher.

** Caremonkey is a cloud based App that records medical information regarding children, updated twice a year electronically by parents. Where a parent does not have access to Caremonkey, medical information is gathered on admission paperwork which the parent has responsibility to update if there is a change of circumstance.

February 2018