



Leavesden Green JMI School and Nursery
Policy for the administration of prescribed medication

Autumn 2021

Administering medicine

Administration of Prescribed Medication

It is school policy that we do not administer medication except under exceptional circumstances listed below. There is no legal obligation for the school to administer medication. Where medication is allowed it is only for prescribed medication from a doctor and with the parents' written permission and schools agreement.

No medication should be accepted by the class teacher/LSA from the parent. All medication must be given to the office staff.

Whenever possible parents should ask their GP to prescribe medication in dose frequencies which enable it to be taken outside school hours.

If required, the parents are able to visit the establishment during the day to administer medication in person from the office.

For those exceptional cases where children are on long term medication the parent must supply the medication in its original container clearly labelled with:

- the child's name
- the name of the medicine
- the method, dosage and timing of administration
- the date of issue
- the expiry date

Parents must also complete an authorisation sheet (obtained from the office) enabling the medication to be administered.

Details of possible side effects should also be given. Should a child refuse to take any medication then this will be recorded on the record sheet. Parents/Carers will be informed when collecting the medication at the end of the day.

The medicines should be packed and labelled. Where possible, not more than one week's supply should be sent at one time. Medication should be handed in at the office once approval has been given by an adult. At no time should a child be carrying prescription medicines or any other medication in school. Prescribed medication will not be administered on a school trip.

It is important that an up-to-date record of the parent's home and work telephone numbers be kept so that they can be contacted at any time.

Medicines will be kept in the school office, either in the lockable fridge or out of reach of children. All members of staff are aware of procedures and where the relevant documentation is kept.

Medicines must be collected by the parent at the end of the school day from the office.

Parents are responsible for ensuring that all medication is in date, including inhalers.

Exceptional Circumstances where Medication will be Administered

Inhalers

Medication for Diabetes

Auto-Injector (i.e. Epi-Pen)

Eczema

Prescribed Medication that is required 4 times per day

Calpol

Children on permanent medication

Other – please talk to the office if you feel your child has an exceptional circumstance

All medication that has been agreed to be administered (except inhalers) will be kept secured either in the office lockable fridge or in a locked cabinet.

Inhalers

Inhalers for children in KS1 and early years will be kept in the red bag in the classroom by the teacher and will always be taken with the children for PE lessons. Parents and Carers must complete a request form. School will keep records of when an inhaler was administered which are stored in the medicine folder in the office.

Children in KS2 must carry their own inhaler with them and are expected to administer their use appropriately. Parents and Carers will be given an appropriate form which must be completed and returned to school.

Inhalers must be taken on all school trips and visits off site. Inhalers will always be with the child during PE lessons.

If a child does not have their inhaler at school, parents will be contacted and the child will not be allowed outside for playtime, lunchtime, off the school site or PE until an inhaler is provided.

If a child is no longer prescribed an inhaler, parents must put this in writing to the office.

Diabetes

For children with type 1 diabetes medication will only be given by authorised staff who have received full training from the diabetic nurse. Blood sugar testing will also only be undertaken by authorised staff. Where staff are not available or it is not appropriate then parents will be required to come in and administer either insulin or blood sugar testing.

All records and details will be kept in the class stock cupboard on a high shelf or in a locked drawer with the medication and other necessary food stuffs. Insulin details are kept outside the staff room in the medical area.

Where there are any concerns or queries the parents will be contacted immediately. The children are encouraged to become confident in administering their own medication and only require adult supervision for recording details.

All staff have the opportunity to undertake annual refresher awareness training subject to the availability of the children's diabetic nurse. The Diabetic Nurse is also responsible for the training and signing off for all staff authorised to administer insulin and blood sugar testing.

The school implements the advice and guidance given by the school diabetic nurse, who also provides up to date annual risk assessments and care plans.

Auto-Injectors (Epi-Pen)

Medication will only be administered by the authorised adults who have received training from the community nurse.

Eczema

Prescribed medication for eczema will be accepted but on the provision that the medication must be applied by the child and not an adult in school. If the child is unable to do this medication will not be accepted.

Prescribed Medication that is required 4 times per day

If a child needs daily medication which requires 4 doses per day for an ongoing medical condition, then the school may accept responsibility to administer this. We do not administer prescription medication on an ad-hoc basis, this includes Piriton, eye drops etc. Prescription medication will not be administered on a school trip.

School Journey

Parents are informed about all procedures relating to medication in the lead up to the trip. Paperwork and forms are all provided for parents. School will administer medication as long as parents have completed forms and provided named and in-date medication.

Parents must provide all medication which will only be returned to a responsible adult after the trip. This includes any travel sickness medication.

Calpol - Due to Covid we will not administer Calpol for a temperature or any other Covid symptoms. We will administer Calpol for pain relief e.g. toothache, joint pain etc.

The school holds a supply of "Calpol". If your child is slightly under the weather and a dose of calpol will help them, you will be contacted by a member of staff to seek your permission to administer calpol.

The Calpol we hold is as follows:-

Infant Suspension – Paracetamol

Six Plus Suspension - Paracetamol

Other – please talk to the office if you feel your child has an exceptional circumstance

If your child needs regular, prescribed medication, please talk to the office staff.