



Codicote C of E Primary School Policy for Administration of medicines

This policy was written in April 2009 in consultation with the School Staff.

At Codicote School, we are all committed to ensuring the safety of all children. The aim of this policy is to provide a clear framework regarding the administration of medicines, which is understood and adhered to by all.

Statutory Framework

Our policy is based on the Dfes Policy guidance document “Managing Medicines in Schools and Early Years Settings” March 2005.

Medicines which need to be taken during the school day

The school will supervise children taking medicines during the school day if it is essential that the child requires it. The staff will make a record when the medicine has been taken. Parents will need to fill out a form and give the medicine to the member of staff in the original prescribed container.

Children with asthma can administer their own inhaler and keep it on them; however the child should go to the teacher when they need to take it so that their condition can be monitored.

Medicines in school

Written agreement from parents for a child to take medicines at school. Parents must fill out a medicines form. A separate form is required for each medicine.

Supervising the administration of medicines

School staff will supervise children taking the medicine, checking the dosage and name. The only medicine that staff will administer is adrenaline for Anaphylaxis, which they have all been trained to do.

Medicines on trips and school outings

A designated member of staff should organise for all medicines required to be taken on the trip as well as the first aid equipment. If there is a child with a severe medical need, the child’s Health Care Plan should be taken and the appropriate risk assessment completed.

Parental responsibilities for their child’s medical needs.

Parents are responsible for keeping the school informed about their child’s medical needs. They should make sure that medicines are in date and are collected at the end of the day (if needed at home).

Non- prescription medicines

The school will not allow any non-prescription medicines to be taken. This is in line with the statutory advice and is to ensure the child's safety.

Children who have long term or complex medical needs.

Children who have long term or complex medical needs will need to have an Individual Healthcare Plan which clearly states the condition, medication and emergency procedures.

Record Keeping.

The member of staff supervising the medicine being taken by a child will record the details in the Medicines File. This is kept in the main office.

Safe Storage of medicines.

Medicines that need to be refrigerated will be stored in the staff room fridge.

Inhalers will be stored by the teacher or child. Ritalin is locked away and only a small number of tablets are on the school premises.

Adrenalin is stored in labelled boxes with antihistamine in the classroom and the office (out of children's reach).

Emergency medical procedures.

If staff have concerns about a child's medical condition they will call the parent's and if necessary an ambulance. Staff will never take an ill child in their car.

Illegal use of drugs on school premises.

If a member of staff suspects that an illegal drug is being used on school premises they should tell the Headteacher who will then pass the information on to the appropriate agencies.

We have a no smoking policy.

Drug Education

Drug education is taught as part of the PHSE Curriculum. For information see the PHSE coordinator or Headteacher.