



## Managing Medicines Policy

MAY 2019

Headteacher: Vanessa May  
Chair of Governors: Anne-Marie Devlin

This policy has been written in accordance with the 'Supporting Children with medical conditions (in Schools and Early Year's Settings) guidance, DfE 2014.

Parents/carers will be asked about the medicines that their child needs before the child starts school or nursery.

- A health care plan (form 2) will be completed before medicines are administered and, if necessary, any training for staff will be provided by a qualified Health Professional.
  - Medicines should only be administered at school when it would be detrimental to a child's health not to do so.
  - Medicines should only be taken into the school or nursery when it is essential and will only be administered to children if the medication has been prescribed by a medical professional.
  - If a child is prescribed any short term medication they must be taking it before returning to school or nursery.
  - Medicines for ADHD must be kept in a locked cabinet
  - Staff must complete a health plan with parents/carers for each and every medicine before any medication is given
  - Medicines should always be provided in the original container and include name, the prescriber's instructions for administration and dosage. Insulin is the only exception to this as it may be contained in an 'epipen' for example. Staff must be sure it is in date
  - The school or nursery must know what the medication is for
  - Staff must have received appropriate training before administering an epipen
  - Medicines must be easily accessible to staff who are responsible for administering the medicine
  - It is essential that inhalers are kept close to children who require them and that all staff are aware of their needs
  - Parents of children who have been diagnosed with asthma and are prescribed inhalers must be asked for permission for their child to have access to the school's emergency inhaler. If permission is granted then the child must be added to the register and the register must be shared with all staff.
  - It is the school's responsibility to maintain the emergency inhalers and replace them when they become out of date
  - All staff must be aware of children who have permission to use the emergency inhaler and staff who are prepared to administer this
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- Plans for long term medication will be reviewed periodically. The member of staff administering the medication must record the time, date and quantity. These records are kept in the classroom. Parents will be asked to sign this at the end of the day.

- Medication will be administered by the appropriate member of staff within the school or nursery i.e. the key worker, class assistant etc.
- All medicines are kept out of the reach of children and where necessary in the fridge in the staff room.

The same procedures will be carried out when children are on daily school trips. Staff supervising off-site visits should be aware of any medical needs and any relevant emergency procedures.

The school and nursery do not administer non-prescription medicines with the exception of non-prescribed creams for nappy rash in the nursery for children still wearing nappies.

#### GOVERNORS

Be confident that school practice is following guidelines set out in this policy.

Governing bodies must ensure that written records are kept of all medicines administered to children.

Governing bodies should ensure that the appropriate level of insurance (public liability) is in place.

In the event of a complaint about practice or procedure then the school complaints procedure must be followed.

The Adminstrating Medicines booklet can be found in the School Office and Nursery Office.

Templates for the recording of taking medicines are found in the 'Managing Medicines' folder in the School Office.

This policy will be reviewed 2 yearly.

Signed .....  
(Chair of Governors)

Date .....2<sup>nd</sup> May 2017.....

