



Poulner Junior School

Administration of Medicines Policy

Updated by: Mrs Jo Walker (Head Teacher)

Date last updated: August 2024

Version	Reviewed	Ratified	Description of changes	Signature
1.0	20/02/18	20/02/18		JW
1.1	07/05/18	07/05/18	Amendment to administration of non-prescription medicines	JW
1.2	30/12/2020	Jan 2021	Reviewed, no changes	JW
1.3	Aug 2024	5.9.24	Reviewed, no changes	JR

Next Review Date: Spring Term 1b (2025-2026)

Review Frequency: annually

Other Documents referred to: n/a

Poulner Junior School

Administration of Medicines in School Policy

Rationale

The aim of this policy is to:

- Provide a sound basis for ensuring that children with medical needs receive proper care and support at school and are able to attend regularly;
- Put in place effective management systems to support individual pupils with medical needs;
- Ensure that no child is disadvantaged because of a medical condition.

Guidelines

Roles and Responsibilities

There is no legal duty that requires school staff to administer medication. This is a voluntary role. Parents or Guardians have prime responsibility for their child's health and should provide the school with information about their child's condition, and jointly agree with the Headteacher, the school's role in helping with their child's medical needs.

Parental or Self-Administration

Most medicines can now be administered out of school hours. If this is not possible then the parents will be asked to administer, or supervise, the self-administration of medicine to their children by visiting the school. If this is not practicable then parents may ask for medicine to be administered to the child in school. Such requests may be made to the Headteacher, by completing a consent form, for prescribed medicine to be administered to pupils in school where:

- It is not possible for the dose to be taken before or after school;
- The child has a chronic or long-term complaint;
- The child is recovering from short term illness but needs to complete a course of medicine (e.g. antibiotics).

Labelling Medicines

Parents should ensure that the medicine is within its "use by" date (where relevant) and that the container (the pharmacist's original container) is clearly labelled with the contents, the child's name, and the dosage and/or other instructions from parents or doctor. The member of staff who will be administering the medication should check the intelligibility and legibility of the instructions. Any concerns should be raised with the Headteacher.

Parents' Duties with Self-Administration

Parents should ensure that the child is familiar with the dosage and, subject to age, is able to self administer the medicine under adult supervision. In cases where children require medication over long periods of time, any change in the dosage, or other arrangements, should be notified by parents, in writing, to the Headteacher.

Long Term Medical Needs

Children with a long term medical condition who need prescribed daily or occasional medication will be accommodated wherever possible. Parents should inform the school before a child starts school or when a pupil develops a condition. If a pupil has long term medical needs the school, together with parents and relevant health professionals, will draw up a written health care plan. This will include:

- Details of the pupil's condition;
- Special requirements, e.g. dietary needs, pre-activity precautions;
- Medication and any side effects;
- What to do and who to contact in an emergency;
- Role the school can play.

Parents of children with asthma will be given the choice of self-managing or of having supervised dosage. Additional inhalers may be stored in the child's classroom as well as the medical room.

Prescription Medicines

The school will administer all other prescription medicines (i.e. not for long term medical needs) only if a written consent form has been completed by the Parent or Guardian, with precise instructions for administration. All such medication will be kept in the Medical Room under the care of the Admin Officer and will be stored out of children's access or in the refrigerator in the staffroom as appropriate.

The school will administer non-prescription medicines (eg paracetamol for a headache) at the Headteacher's discretion and only with consent from the Parent or Guardian.

Medicines cannot be shared with any other child and the school holds an emergency inhaler should the need arise.

Prescription Medicines In An Emergency

Where there is an obvious possibility that the administration of prescription medicine may be required in an emergency (e.g. on a school trip), parents will be asked to sign a suitable authorisation/indemnity form. If parents refuse to sign the indemnity, the Headteacher should make it clear, in writing, that the school has a legal duty of care to its pupils, and that the staff are therefore entitled and obliged, in an emergency, to take whatever action they think best in the light of the facts then known to them.

Record Keeping

A record of when a child has taken or been given medication should be completed and signed. These records are kept in the Medical Room.

Surplus Medicines

Medicines no longer required will be returned to the parent in person for disposal. Where medicines for emergency use are held in school at the parent's request, they should be returned to parents at the end of each term, with a request to check and replace them as necessary. Any supplies still required should be returned to school at the start of the new term.



Poulner Junior School
Administration of medicines/treatment (Form of consent) Child's name _____

Class _____ Address _____

Parent's Tel Numbers Home _____ Work _____

GP _____ Tel Number _____

Please tick the appropriate box

☐	My child will be responsible for the self-administration of medicines as directed below.
☐	I agree to members of staff administering medicines/providing treatment to my child as directed below or in the case of an emergency, as staff consider necessary.

Signed _____ Date _____
(Parent/guardian)

Name of medicine	Dose	Frequency/times	Completion date of course if known	Expiry date of medicine

Special instructions
Known Allergies
Other prescribed medicines child takes at home