



Hippings Methodist Primary School

Administering Medicine Policy

January 2015

Aims

- 1) To provide clear guidance on the administering of medicines and correct record-keeping at Hippings Methodist Primary School.
- 2) To ensure that the children in our school are safe and able to attend school regularly.
- 3) To enable children with medical conditions to be included in the school curriculum and other activities.
- 4) To support children with complex medical conditions and or long term medical needs.

The prime responsibility for a child's health rests with parents/carers and where possible medicines should be administered by parents outside of the school day. If this is not possible we are able to administer medicines on your behalf. Parents are asked to send medicine to school in its original container. All medicine should be marked with the following information clearly indicated.

- 1) The child's name on the medicine.
- 2) When the medicine should be given.
- 3) The prescribed dose and pharmacist's instruction, eg, after meals.

Parents need to inform the school office and complete an administering medicine form. Please note no medicine can be given unless a form is completed and signed by a parent and only prescribed medicine can be given. At the end of the day an adult must collect the medicine from the school office.

If a child attends Breakfast Club or Stay and Play the parent/carer must inform the staff there that the child needs medication. The club will provide the administering medicine form for the parent/carer to complete. The medicine must be given to the staff member who will place it in the locked cupboard or fridge if necessary.

Procedure for the Administration of Medicines in School.

In school all medicines are kept securely in a locked cupboard within the Medical room or in the fridge if necessary. When the medicine is administered this is logged on a record of medicine with the date and the time of the dose, and the initials of the member of staff administering the medicine. If parents wish to come into school during the school day to administer medicine then they are welcome to do so and should contact the school office.

Asthma Inhalers

If your child has Asthma please inform school. You will be given an Asthma card which needs to be completed by your child's doctor or Asthma Nurse. Any inhalers or spacers must be clearly labelled with your child's name. Inhalers are kept in a designated place in each classroom, these are clearly labelled and identified. School does have an Emergency Asthma kit which is kept in the Medical room (see Asthma Policy)

Medical Care Plans

If a child has a medical condition which requires regular administration of medicine during the school day then a Medical Care Plan is drawn up by the parents, healthcare professionals and school. The Medical Care Plan is kept in the Staffroom with a photograph of the child for identification purposes. Regular medication will be recorded on an Individual Administration Form.

Allergies and Emergency Administration of Medicine

Any allergies must be notified on the school admission form. If an allergic reaction may require the use of an EpiPen then a Medical Care Plan will be drawn up and kept in the staffroom with a photograph of the child. All staff are trained in the use of EpiPens.

Emergency First Aid

The school has fully trained First-Aiders including two members of staff who are Paediatric First Aid trained.