

# Marston Moreteyne VC School

## Administration of Medicine Policy

November 2019

Reviewed July 2022



In general, where a child becomes ill and requires medication (or treatment) they should be kept at home until the course of treatment is complete. There are, however, a few exceptions:

- When a child has almost fully recovered and simply needs to complete a course of medication for a day or so.
- Where a child suffers from asthma and may need to use an inhaler (see separate Asthma Policy).

Each request for administration of medication to a child within our school will be considered individually. **Prescribed medicines will only be given to a child in school if it is essential.** Antibiotics are normally prescribed three times a day and need not be brought into school as they may be administered at breakfast time, straight after school and before bed. Non-prescription medicine (e.g. Calpol, cough medicine) may be administered at school if it is essential.

Medicine must be delivered to the School Office by the child's parent/escort (not sent to school in the child's bag). **Parents must complete and sign a Medicine Record/Indemnity Form** obtainable either from the School Office or downloadable from the school's Learning Platform. Once the course of medication is completed the Record will be placed in the child's file. A central record of medicines administered is kept in the School Office. Medicines will not be administered without prior written consent.

All medicines must be in the original packaging and clearly marked with the child's name. Prescribed medicines must be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions along with a measured spoon/syringe for administration of the correct dosage. **Changes to the dosage on parental instructions will not be accepted.**

All medicines will be kept in a secure place out of reach of children, or in the case of certain medicines, in a medicine box in the refrigerator. All emergency medication e.g. Epipens/Anti-histamines are kept in school at all times and are stored centrally in the school medical room cupboard except for Acorns children whose emergency medication is stored in the Acorns kitchen cupboard. Parents are responsible for ensuring that medicines are within the expiry date and unused or date expired medicines are returned to a pharmacy for safe disposal.

The person administering the medication will check the medication type and details against the signed Indemnity Form, check the expiry date of the medicine, then log the time and date when the medicine is given. If a child refuses to take their medicine they will not be forced to do so. The refusal will be recorded and the parent will be advised.

In the event of a medication error, the member of staff must record the error and report it to the Headteacher, Parents and, if appropriate, the GP/Hospital should be informed.

This policy is based on advice and information given by Central Bedfordshire Local Authority.