



Medication in School



- If a parent wishes a child to have medication in school they will fill out a permission slip, all medication must be prescribed and have the child's name on it. The parent will indicate on the form if the child is able to take the medication on their own or if they will need assistance.
- Anyone requiring long term medication will complete an individual health care plan with parents and SLT.
Anyone who requires any healthcare needs to be met will complete an individual health care plan with parents and SLT.
- The folder with all medication request forms and Individual Health Care Plans will be kept in a locked cupboard in the First Aid room.
- Medication that requires the child to have immediate access to, are put into individual zipped bags with a label on it and stored in the child's class.
Each label has the child's name, class and list of medications on it.
- Each bag will contain a form to record administration of medication, this will be signed by the adult who administers the medication or witnesses the child taking it on their own.
- Medications that are deemed to be a potential risk and which the child does not need instant access to, are kept in the locked First Aid cupboard.
Antibiotic liquids are kept in the office fridge.
The child will be sent round to the office if they need to use this and at least one member of staff will administer this or witness the child taking it.
- Each class register will have an insert with information about class medications or important medical information about the child.
There will also be a page at the back of the register to indicate where class medications are stored.
A sign will also be put next to where medications are stored.
- Class medication bags will be taken on any excursions outside of school. Child /Class teacher – responsible for this. Risk assessment completed by SLT prior to Excursion to reflect any medical requirements.
- Staff receive regular training on how to administer an adrenaline pen in the case of an emergency.



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- It is the responsibility of the parent/carer to ensure that all medication is “in date” and is replaced as necessary. It is also the responsibility of the parent/carer to remove medication from the school at the end of the school session, and dispose of any out of date medication via the pharmacy (MC97)
- Parents will receive a message to remind them to pick up all medication at the end of the school year. They will be asked to fill out a new form at the start of a new school year and supply medication if still needed.

Nursery Notes

- Paracetamol products will only be administered if prescribed by the G.P for a specific medical need; this will be at the discretion of the SLT. (nursery)
- If a child spits out or refuses to take the prescribed medication then parent/carer will be contacted immediately.
- Children requiring long term medication eg. Asthma, Epilepsy will complete a detailed medical plan; training will be sought for staff for administration of the specific medicine required. (See Asthma Policy)
- When administering medication, 2 members of staff must be present. Staff require to read and check medication. All medication administered by staff will be record on the child’s individual record.
- Parent/carer must also be informed if the child has had their medication during the nursery session.
- All medication is checked Termly and any medication that is out of date or if a child no longer requires it then it is returned to the parent/carer.