



STREATHAM WELLS PRIMARY SCHOOL



MEDICATION POLICY

Purpose

To provide guidance for all staff in respect of the procedure for dealing with the administration of prescription medicines.

Roles and Responsibilities

Legally schools are not compelled to administer medicine to children because of the risks involved and possible legal consequences. However, it is our school policy, wherever possible, to assist children and parents by administering prescribed medicines in school time, if the first aid trained member of staff is prepared to do so.

The school holds confidential information on pupils' health. This needs to be updated regularly. The provision of this information remains the responsibility of the parent/carer. It is also the responsibility of the parent/carer to provide the school with up to date, prescribed medication.

The school may administer prescribed medication if:

- the child suffers from a chronic long-term illness such as asthma, diabetes or epilepsy
- the child is recovering from a short term illness but requires a course of antibiotics
- the child has an allergy

Administration Procedures

A medical consent form is available from the school office, to be completed by the parent/carer and handed in to the School Office with the medication. This form will inform of the dosage and frequency of administration. The member of staff administering the medicine will record the time and dosage given on the record sheet, held in the First Aid cupboard in the School Office.

Non-prescription medicine will not be administered to children.

Storage of Medicines

All medicine should be labelled clearly with the dispensing pharmacy label showing the name of the medicine, the child's name, the dosage and frequency of dosage.

Disposal of Medicines

Parents/Carers will be contacted to collect out of date medicine for disposal.

Asthma

Once parents/carers have completed the medical consent form, they are advised to provide two inhalers for their child; one to be kept in the classroom and one to be kept in the First Aid Cupboard in the School Office.

Epipens

Two epipens must be provided and clearly labelled with the child's name. They will be held in the First Aid Cupboard in the School Office together with the child's care plan. School first-aid trained staff have agreed to administer epipens if required.

Antibiotics

Prescribed antibiotics will be administered (usually by the office staff) in accordance with the medical consent form and will be stored in the Office fridge on a day to day basis.

Antihistamine

Children with severe allergies who may require an antihistamine may provide *prescribed* medication in accordance with the medical consent form.

First Aid Guidelines

The school maintains, at any given time, qualified first aid trained personnel. For significant injuries requiring first aid, the designated personnel should be referred to.

In all cases of the administration of first aid, parents/carers should be informed at the end of the day. This will generally be through an accident form. If a child has had an injury to their face or head or other significant injury requiring monitoring, the parent/carer will be called before the end of the school day.

In more serious cases, parents/carers should be contacted immediately and advised of the need to take the child to a doctor.

In emergency cases, an ambulance will be called and the parent/carer informed immediately. In such cases, the school's order of care is entrusted to the NHS ambulance personnel.

A member of staff cannot give permission for any treatment at casualty (blood transfusions etc)