



KEYWORDH PRIMARY SCHOOL and
CROSSDALE PRIMARY SCHOOL

Policy for the Storage and Administration of
medicines

Adopted : April 2022

Review : April 2023

Signed.....



Context

This policy follows the guidance document from the DfES 'Managing Medicines in Schools and Early Years Settings'.

The school acknowledges that, parents and carers have prime responsibility for their child's health and shall provide the school with information about their child's medical condition when appropriate.

General information regarding the administration of medicines

- Medicines should only be brought to school in **exceptional** circumstances (see below) and if at all possible, parents should come to school to administer medicine to their own child or make other arrangements to do so.
- If at all possible, medication should be taken outside school hours. Doctors are aware of this and parents/carers should check whether dose frequencies can be adjusted so they do not need to be taken in school time.
- Only medicines **prescribed** by a doctor, dentist, nurse prescriber or pharmacist prescriber will typically be accepted at school.
- **Non-Prescription** medicines may be administered in school, but only on a temporary basis, and only if the medication is labelled and appendix 2 is completed.
- Children are not to bring medication to school themselves. All medication must be brought to the office staff by the parent/carer.
- Only the dosage for that day may be brought to school, as no medication may be stored in school overnight, apart from an inhaler, EpiPen or other rescue medicine.
- At the end of the day the parent /carer must collect the medication, the child will not be able to bring it home themselves.
- No pupil is to be in possession of medication at any time.
- Inhalers will be kept in the school office unless in exceptional circumstances, which must be agreed with school. Emergency inhalers are kept in school but will only be administered if prior parental consent has been given.
- All necessary medication is stored in the refrigerator in the staff room or in the office.
- Based on medical advice, some children may require bespoke plans, linked to asthma or other conditions for instance – please pop in for a chat if this applies to your child.
- When possible, a record of medicine administered to an individual child will be kept by the office staff (appendix 2)
- Teachers do not typically administer medicines unless there are specific circumstances. Office staff will administer medication on a voluntary basis.
- Parents are responsible for ensuring that any medicines including inhalers and EpiPens held in school are in date. A courtesy check, on expiry dates, will be made by school in September and parents notified if medicine is out of date.

Exceptional circumstances

- It is the school's policy that a parent or carer will, in the event of drugs or medication being required to be administered during school time, attend personally at the school premises or such other place at which the pupil is present, as part of a school activity, to administer that medication.
- This policy will only be departed from in the event of exceptional circumstances applying.

- For residential visits, procedures for administering medication on the trip will be explained prior to the visit, and parental permission and information sought.
- What amounts to exceptional circumstances is a matter of judgement for the Head Teacher after listening to representations from the parent or carer.
- Examples of exceptional circumstances may be work commitments, childcare responsibilities elsewhere or accident or emergency. These categories are not exhaustive.
- In the event that a parent/carers feels aggrieved at any decision by the Head Teacher in this regard then an appeal will be heard by the Chair of Governors (or such other Governor or Governors nominated by the Chair) on the giving of written notice of that appeal to the Governing Body within 48 hours of the decision of the Head Teacher. That appeal will be heard as soon as is reasonably practicable having regard to the urgency or otherwise of the situation.

Roles and Responsibilities

The Head Teacher has overall responsibility for the policy and its implementation; for liaison with the Governing Body, parents/carers, LA and appropriate outside agencies.

References

- Guidance document from the DfES 'Managing Medicines in Schools and Early Years Settings'
- Nottinghamshire LEA AIS
- Exemplar Drugs Policy
- Example of Drug Education Programme
- The Management of Drug Related Incidents in Schools

Appendix 2
ADMINISTRATION OF MEDICINES

Name of Student _____ Date of Birth _____

GP'S Name _____

GP Tel number _____

Ailment or illness _____

LIST OF MEDICINES

Name of Medication and strength	Dosage	Frequency	Duration	Date to Commence

Any other instructions / storage etc _____

I hereby give permission for school staff to give my child medication as stated above and I take full responsibility for this action. I also confirm that any prescription medicines have been prescribed by a doctor for my child and that the medication is in the original container.

I also confirm that I have read and understood the 'Equals Trust Policy for the Storage and Administration of medicines' and that my contact details held by school are correct

Parent Signature _____

Signature of staff member receiving the information above: _____

For office use; **RECORD OF MEDICATION GIVEN**

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Time and date given 1					
Staff Initials					
Time and date given 2					
Staff initials					

***NB ideally 2 members of staff should initial the 'medication given' record to confirm the correct medication, and dosage was given to the correct child in line with the information above**