



# Talbot House Preparatory School

Member of the Broadway Education Group

## Administration of Medication Policy

**Applies to:**



This policy applies to all members of our school community, including those in our Early Years (EY) setting, extracurricular activities inclusive of those outside of the normal school hours and our wraparound care provision.

**Available from:**

This document is available to all interested parties on the school's website or from the School Office.

**Monitoring and Review:**

This policy will be subject to continuous monitoring, refinement and audit by the Headteacher. The proprietors will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Adopted by: (signatures)	Date:
Head teacher:  Mrs Tracey Wilson	January 2024
Executive of the Board:  Mrs J Broadway	January 2024
Review Date:	January 2026

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## **Administration of Medication at School**

### **Advice on medication**

Children recovering from a short-term illness/infection who are clearly unwell should not be in school and the Head teacher can request that parents or carers keep the pupil at home if necessary.

If the parent or carer requests that the school administer medication (prescribed and non-prescribed), the Headteacher will allow this on the condition that the school's **Permission to Dispense Medication form** is completed and signed by the parent. If the instructions have not been given in writing, it will not be possible for the school to accept responsibility for administering the medication. A record will be kept in the child's profile on Arbor.

For medication prescribed to be taken during the school day, children will be sent to the office and the First Aider will open the child's profile on Arbor and check that permission has been given and when the medication was last given in school. The medication is given as prescribed and a record is made on Arbor of the medication, dose and timing. This is pinned to the top of the child's medical profile. The person who has administered the medication then emails the parent with confirmation of the medication, dose and time given.

In the case of chronic illness or disability, i.e. asthma, diabetes, syndromes such as ADHD etc. pupils may need to take prescribed drugs or medicines on a regular basis during school hours in order to lead a normal life within a mainstream school setting. Only qualified First Aiders with adequate training should administer the medication and the process for administration of medication must be followed.

### **School Trips**

It is part of the Inclusion Policy of the school that all pupils should be encouraged to take part in school trips wherever safety permits. It may be that the school would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of any medical needs of such pupils and of the relevant emergency procedures.

### **Taking Medication on School Trips**

It may be necessary to take medication for pupils on a school trip, i.e. Epipen, Inhalers or Epilepsy emergency medication. This medication must be logged in and out of school and an administration of medication form will be completed and entered into Arbor upon return to school. It may also be necessary to take copies of any relevant care plans in case of emergency.

Emergency medication must be taken on all trips, even where a trained member of staff is not present. In this case medication should be given to the paramedics to administer when necessary.

### **Inhalers for Asthma**

The Headteacher has agreed that when appropriate, pupils in Key Stage 2 should assume responsibility for their own inhalers. Spare, individually named inhalers can be kept in the child's classroom, but parents should complete the school's Permission to dispense form. It is the responsibility of the parent to ensure that the inhalers are renewed and that the medication has not exceeded its expiry date. All inhalers should be collected at the end of the school year.

In the case of pupils in Early Years and Key Stage 1 the school can supervise the child using the inhaler. The inhaler should be given to the class teacher and written instructions given. All inhalers should be regularly renewed and collected at the end of the school year.

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### **Antibiotics**

Pupils who are prescribed antibiotics can often recover very quickly and may well be fit enough to return to school, but it may also be essential that the full course of medication should be completed. In this case, the Headteacher is willing for staff to administer the antibiotics supplied by the parent or carer. A Permission to dispense form should always be completed giving full instructions for administration of the medicine. It is the responsibility of the parent to ensure that the medication is collected each day and is not out of date.

### **Maintenance Drugs**

A child may be on daily medication for a medical condition that requires a dose during the school day. As with all other medicines a form should be completed giving clear instructions to staff at the school. A record of all doses administered will be kept on the child's profile on Arbor.

### **Unusual Medications**

In the case of unusual prescribed medicines, i.e. use of an Epipen, this will be at the discretion of the Headteacher and parents will need to complete a Medication form accepting responsibility.

In cases of eczema or skin conditions it will be expected that the child will be able to use the cream/lotion independently or with verbal prompts from a First Aider.

### **Nut Allergies/Anaphylaxis Procedures**

Medication for the treatment of nut allergies will be kept in easily identifiable and clearly named portable containers in individual classrooms and must travel with the child to other school areas (playground, lunch hall) and off-site for PE and trips/visits.

### **Emergency Procedures**

In the case of an emergency, the school will call an ambulance and contact the parents. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. Staff should never take children to hospital in their own car - it is safer to call an ambulance. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives.

In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Headteacher of the school. However, ultimate responsibility remains with the parents/carers.

### **Hygiene and Infection Control**

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

### **Storage of Medication**

All medication must be stored in the designated medication areas i.e. a secure cupboard in the school office or the office fridge (depending on prescriber's instructions.)

Epipens and Inhalers should be readily available, kept near to the child and not locked away.

### **Disposal of Medicines**

Staff should not dispose of medicines. Parents are responsible for ensuring that expired medicines are returned to a Pharmacy for safe disposal.

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### **Summary of Procedure to Dispense Medication**

- Permission to dispense medication form must be completed by the parent / carer.
- Medicine must be in original packaging clearly marked with the name of child, class and dose to be administered.
- Recommended / prescribed doses will not be exceeded without written permission from a medical professional.
- All medication given must be recorded on the child's profile in Arbor and pinned to the top of their profile so that the last dose can immediately be seen
- It will be the parent / carer's responsibility to collect medication at the end of each school day where necessary.