

Administration of Medication Policy

The staff of Step by Step School wishes to ensure that pupils with medication needs receive appropriate care and support at school. The Teacher in Charge will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

Please note that parents should keep their children at home if acutely unwell or infectious.

From time to time, parents request that the School dispenses medicines that need to be administered at regular intervals to their children. These requests fall into 2 categories:

1. children who are suffering from casual ailments (coughs, colds, etc.)
2. children who require medication on a long term basis

Only medicines prescribed by a doctor can be administered.

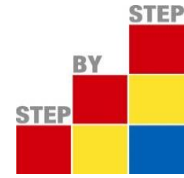
If a parent requires that the School administers medicine, they should complete a parental agreement for administering medicine form.

Parents are responsible for providing the School with comprehensive information regarding the pupil's condition and medication. (see parental agreement for administering medicine form). Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

Each time medication is administered (whether on a regular basis or occasionally), details must be entered onto the "medicine administration form" by the member of staff involved in administering the medication and witnessed by a second member of staff. All details regarding medication will be kept in the child's personnel file.

Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

STEP BY STEP SCHOOL



Each item of medication must be delivered to the relevant Class Leader (all Class Leaders are Paediatric Level 2 First Aid trained), in **a secure and labelled container as originally dispensed.**

Each item of medication must be clearly labelled with the following information:

- Pupils Name:
- Name of Medication:
- Dosage
- Frequency of Administration
- Date of Dispensing
- Storage Requirements
- Expiry Date

The school will not accept items of medication in unlabelled containers.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. School will check all medicine dates when a new supply is provided to ensure it is in date and will notify families if the medicine is out of date, to arrange for its secure return.

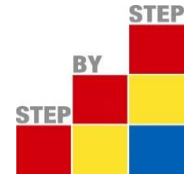
Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated, all medication to be administered in school will be kept in a locked medicine cabinet. If it is necessary to keep medicine in the fridge, it will be stored in the fridge in the Admin block which is inaccessible to pupils.

The school will keep records, which they will have available for parents.

If a child refuses to take medication, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

STEP BY STEP SCHOOL



If the pupil's dosage of prescribed medication changes, the school requires written confirmation from the prescribing doctor. The school will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medication needs, the Teacher in Charge will ensure that an Individual Health Care Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

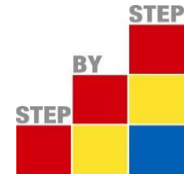
It will be necessary for you to provide us, for our records in case of an emergency, up-to-date details of any medication administered regularly out of school. If your child's medication changes, we ask that you keep him/her at home for 24 hours to observe for any side effects.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, always under staff supervision.

Only First Aid trained staff will assist in the administration of medication to pupils.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedures to be followed in the event of an emergency.

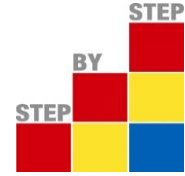


Non prescribed medication.

The school at the discretion of the Head Teacher will assist pupils to self-administer creams such as lip salve and moisturiser.

Sun cream will be administered to pupils by all staff, as required. We request that parents send in a named bottle of 30+ sun factor lotion that can be stored safely within the classroom. School will request this from parents during the school year.

Policy	Administration of Medicine
Statutory requirement?	No
Approved	November 2018
Responsible Officer	GA/SM/FP
Responsible Governor/s	CJ
Date of previous version	November 2016
Frequency of Review	Every two years



Parental agreement for administering medicine

(Please complete this form when school administration of prescribed medicine is required)

Step by Step will not give your child medicine unless you complete and sign this form. We have a policy that only first aid trained staff members can administer medicine

Name of child:

Date of birth:

Class:

Medical condition or illness:

Medicine:

Name/type of medicine:
(as described on the container)

Date dispensed:

Expiry date:

Dosage and method:

Timing:

Special precautions:

Are there any side effects
that the school needs to
know about?:

Procedures to take in an
emergency:

I understand that I must notify the school of any changes to the above in writing.

Date:

Signature:
Print Name:

Relationship:

