Policy for the administration of medication in school

November 2018

Policy Overview

The staff of Sacks Morasha JPS wish to ensure that pupils with medical needs receive proper care and support at school. It is intended that this should be a clear policy providing a sound basis for ensuring that children with medical needs receive proper care and support at Sacks Morasha JPS. The school has the responsibility for devising the policy and it has been developed in consultation with staff. All policies are reviewed and updated on a regular basis.

Any parent requesting the administration of medication will be given a copy of the school's policy.

Procedures for managing prescription medicine which needs to be taken during the school day;

- Medication will only be accepted in school if it has been prescribed by a doctor
- Medicine should only be taken to school when essential (that is where it would be detrimental to the child's health if the medicine was not administered during the school day)
- Medication must be handed into the office and have complete written and signed instructions from a parent.
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber instruction for administration
- We ask that parents sign a permission form available from the office.
- The named first aiders must be available to carry this out
- Parents are very welcome to come into school to administer medicine at lunch/break times only.
- Medicines will be stored in the fridge if applicable
- The school will not accept items of medication which are in unlabelled containers.

It is the responsibility of parents to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication. This is included in

the general medical form. This form can be handed out by office staff or emailed to parents. No medication will be given without this agreement.

Staff who volunteer to assist in the administration of medication will receive all necessary training where appropriate through arrangements made with the relevant Service Health Provider.

All staff understand and are trained in the school's general emergency procedures.

Procedures for managing prescription medicines on trips and outings

Arrangements for taking any necessary medicines will also need to be taken into consideration for any school visit.

Staff supervising excursions should always be aware of any medical need and the relevant emergency procedure. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

Permission slips, medical forms and contact details will always be carried.

In KS2 Children will be responsible for their own asthma inhalers whilst a named adult will carry the forms and any prescribed medicines needed for the day.

Procedures for the Administration of Prescribed Medication

Only named staff or those delegated by named staff may be asked to administer prescribed medicines

Parents must complete the Parental Agreement Form giving permission to administer the medicine. No medicine shall be administered to the child before this written permission is received.

Non Prescription Medicines

Parents may come into school to administer non prescriptive medicines **but schools will not administer these.** Children must not carry cough sweets, aspirin or other medicines in school in their bags or on their person.

Storage and Administration of Medicine

At school, all medication, other than asthma inhalers, should be stored in a designated, clearly identifiable cabinet or refrigerator. This should be accessible to all staff members but inaccessible to pupils.

Controlled drugs such as Ritalin must be kept in a locked non-portable container to which only named staff should have access.

Medicines must be kept away from first aid boxes and a duplicate key to the medicine store must be available in case of emergencies.

Record Keeping

The attached permission form must be completed by parents and annotated by the staff administering the medicine.

All paper work to be kept in the office in a clearly labelled folder by the school secretary.

Suncream

Children are allowed suntan cream in school but it is for their sole use, they must self-administer this as staff are unable to help with the application.