

**THE ROCHE SCHOOL**  
**Administering Medicine Policy**

*This policy which applies to the whole school is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.*

<b>Information Sharing Category</b>	Public Domain
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<b>Responsible Area</b>	Jonny Gilbert

### **Policy Statement**

Children who are sick should be at home until they are well enough to return to School. We will agree to administer medication as part of maintaining children's health and well-being whilst they are recovering. We ensure that where medicines are necessary to maintain the health of the child, they are given correctly and in accordance with legal requirements.

If a child has not had medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

### **Procedure**

Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist. Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that medicine has been obtained from the child's parent and/or carer. All medicine must be clearly labelled and named and stored appropriately. It must be in date and prescribed for the current condition.

The administration of medicine is recorded accurately in our medication form each time it is given and is signed by the person administering the medication. It is imperative that the member of staff checks the child's name against the medicine before giving the dose. The medication form records the: -

name of the child

name of the medication

date and time of the dose

*The Roche School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential*

name and signature of the person administering the medication

(a witness who verifies that the medication has been given correctly- nursery only)

Once completed forms are stored in the appropriate folder in a secure cupboard in the office.

If the administration of prescribed medication requires medical knowledge, we obtain individual training by a health professional.

Non-prescription medication, such as pain relief (e.g. Calpol), may be administered, but only with prior consent from the parent and only when there is a health reason to do so. Children under the age of 16 years are never given medicines containing aspirin unless prescribed specifically for that child by a doctor. The administering of unprescribed medication is recorded in the same way as any other medication.

Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. On receiving the medication, the designated member of staff checks that it is in date and prescribed specifically for the current condition and stored according to procedure.

Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to communicate their needs and will be helped by the staff as needed. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

The medication forms are monitored to look at the frequency of medication given in the setting. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control. We liaise with safeguarding and other professionals as appropriate.

### **Storage of medicines**

All medication for use by children or staff must be labelled correctly and stored safely in the designated office cupboard or refrigerator as required and out of children's reach. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a designated area. The designated member of staff is responsible for ensuring medicine is handed back at the end of the day to the parent. For some conditions, medication may be kept in the setting to be administered on a regular or as-and when required basis. The lead first aider checks that any medication held in the setting, is in date and return any out-of-date medication back to the parent.

AAI injectors and Asthma pumps kept permanently at school for children must be placed in a correctly labelled orange belt bag together with information on symptoms and procedures for emergency aid treatment. Children must also have a Health Care plan in place. This orange bag is placed in an agreed and suitable location in the classroom (but out of reach of children in EYFS). Ongoing medical issues of all children are displayed on the staffroom's medical board so that the symptoms and emergency treatment procedures are clearly visible to all staff. The school will check that the medication is kept up to date at all times.

Parents are also encouraged to come into school, or nurses may be brought in to do demonstrate any emergency procedures or the administering of particular medicines relating to their child's medical needs. The school asks for any procedures to be written down and are part of the child's care plan. The form 'Emergency Details' contains any allergies a child may have and medical information. This information is updated annually or as and when required.

If needed, medicines appropriate to the individual child (e.g. Epi-Pen) accompany us on all outings.

### **Managing medicines on trips and outings**

If children are going on outings, designated staff will accompany the children and will be fully informed about the child's needs and/or medication. Details will accompany them and be kept in the first aid bag. NB. A separate general risk assessment is completed for every outing.

Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, the original pharmacist's label and the name of the medication or the child's orange bag if it is a long-term medical condition such as an EpiPen. Inside the box is a copy of the consent form and medical form to record when it has been given, including all the details that need to be recorded in the medical form as stated above. For medication dispensed by a hospital pharmacy, where the child's details are not on the dispensing label, we will record the circumstances of the event and hospital instructions as relayed by the parents.

If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication or orange bag. Inside the box/orange bag is a copy of the consent form signed by the parent.

### **Early Years Specific Policy**

In the Nursery the key teacher is responsible for the correct administration of medication to children who attend the setting (this includes a staff witness). This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures.

In the Reception classes a designated first aider will be responsible for the correct administration of medicine alongside the lead first aider.

All Early Years' staff are paediatric first aiders (PFA) and are trained in administering adrenalin autoinjectors.

The Lead First Aider checks that any medication held in the EYFS setting, is in date and returns any out-of-date medication back to the parent. All staff in the EYFS know this and refer to the Lead first Aider with any queries about medication.

**For Children who have long term medical conditions and who may require ongoing medication please see Supporting Pupils with Medical Conditions Policy**

**This policy cross references with:**

**First Aid Policy**

**Anaphylaxis Policy**

**Medical Procedure**

**Lead First Aiders: Ros Holmes and Lizzy Aldridge**