



North

Yorkshire County Council

Children and Young People's Service

ADMINISTRATION OF MEDICINES POLICY

Kirk Fenton Parochial CE Primary School May 2016

1. General Statement

It is our policy to ensure that appropriate arrangements are in place for our staff to deal with the administration of medicines to pupils.

2. The Legal Position

Our duty is to ensure that the school follows the DfES 'Managing Medicines in Schools and Early Years Settings Guidance' Published February 2005 and the North Yorkshire County Council Guidance Notes for Medications in Schools.

The school should ensure the full co-operation of parents to make sure a child with medical needs is able to access all school provision as appropriate.

3. Responsibilities of personnel

Jo Hookham is the person responsible for ensuring that medication in school is in date and correctly stored.

The following members of staff are responsible for the administration of medicines:

All Staff

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4. Procedures

The following are general procedures to be followed by all staff: For more detail see the North Yorkshire County Council Guidance Notes for Medications in Schools.

- The administration of medicines should only be required when it is essential i.e. it would

be detrimental to the child's health if the medicine is not given.

- Parents should be encouraged to enquire of their Medical Practitioner whether it is essential that a dose of medication be prescribed during school hours. For example, if a medication is prescribed to be taken three times a day, it may be satisfactory to give it before school, after school and before bedtime.
- The School should only accept medicines that have been prescribed by a Medical Practitioner. The School should never accept loose medicines in blank envelopes or unidentified bottles.
- Before the administration of any prescribed medication detailed written instructions and authorisation from the child's Parent/Guardian to administer the medication, must be obtained. A model Instruction/Authorisation form may be used, see Appendix 2a North Yorkshire County Council Guidance Notes for Medications in Schools.
- Prescribed medication must be brought to school in a properly labelled container.
- If pupils can take their medicine themselves, staff may only need to supervise this. See Appendix 2c North Yorkshire County Council Guidance Notes for Medications in Schools.
- The use of non-prescribed medication is to be discouraged. The School should not routinely stock pain relief such as paracetamol or symptom relief remedies such as cold and flu remedies.
- Non prescribed medication is to be avoided unless it is part of a healthcare plan. Non prescribed medication should be treated in exactly the same way as prescribed medication i.e. clearly defined procedure, documented record with administration times agreed with parents and prior written consent form from parents.
- Staff should ensure that any personal medication is kept out of reach of children.

5. Storage of medicines

See the North Yorkshire County Council Guidance Notes for Medications in Schools.

Medicines are stored in the school in the school office refrigerator and in the EYFS refrigerator for children in Early Years.

Inhalers are kept in classrooms to be available for the named children to have access to as required.

6. Records

See the North Yorkshire County Council Guidance Notes for Medications in Schools.

Records are kept in the school office.

7. Staff Training

All staff undertaking duties involving the administration of medicines will be given training by the school in the school's procedures.

8. Information for Employees

We acknowledge that administration of medicines arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to administer medicines is provided for all new staff and temporary staff.

Signed.....**Date**.....
Review Date.....