

Medicines Policy

(Revised Feb 2017)

1. Introduction

This policy has been prepared with reference to the DfE publication “Supporting pupils at school with medical conditions, Statutory guidance 2014”

All mentioned consent forms are available to download from the school website or from the school office.

Parents are responsible for providing the class teacher, Nursery Staff member or senior kindergarten staff member with comprehensive information regarding the pupil’s medication and condition, in writing. They must also go to the receptionist on the morning to sign a consent form and give full details to the receptionist who will, if they feel confident to do so, give your child the medication.

When you pick up your child you must go to reception and collect your medication and sign off the form. This **MUST** be done every day your child is on medication; we will not store medication, except inhalers and epi pens overnight.

If the receptionist does not feel comfortable giving the medication, we will ask the parent to come in to dispense the dose.

The staff member giving the medication must be fully first aid qualified and be able to ask for training should they require it.

No member of staff will administer medication without the parents’/carers’ written consent.

No member of staff is to administer medicines that have previously not been given to the child, i.e **first doses**.

We will **NOT** dispense medication unless it is dispensed by a pharmacist with full dosage instructions on the printed label

2. Medication on school / nursery premises

We will only accept prescribed medicines that are;

- In date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration for dosage on the printed label and storage instructions on the bottle.
- The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

We will not use any form of non-prescribed topical treatment such as arnica creams etc.

No Medicines to be stored overnight or kept at school/nursery for a period longer than a working day with the exception of insulin or Epi pens and anti-histamines for allergic reactions only. (see below note)

The school/nursery must return medication at the end of the day.

All medicines will be securely locked away from children until it is the time for their dose, except from; Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens, which should be readily available at all times, stored in the box supplied by parents (see below for further information on this)

All doses of medication given, (see 2. for inhaler/epi pen recording) must be recorded on a consent form that is signed at the start of the day and then signed when the parent collects the child at the end of the day. The completed consent forms must be given to the school manager or nursery manager for storage.

We will not accept non prescribed medicines or homeopathic medicine. If a parent wishes their child to have such medicine, they must come and administer the dose themselves and not leave the medication at the school. The class teacher/nursery manager/kindergarten leader/receptionist must be informed, in writing what medication has been given by the parent including dose and dose history on that day.

If a child refuses medication, the staff member must contact the parent immediately for them to come to the school and administer the dose, or in the last case scenario, take the child home until the dose can be given.

3. Epi pens and inhalers

All children with allergies/asthma will be on the **Child Allergy Chart** displayed on the staff room notice board, or in the case of the Nursery, the Nursery office.

If supplying an Epi Pen this must be in a plastic, lidded container with the child's name and picture clearly displayed. This picture must be updated annually.

An Epi Pen consent form must be signed at the start of the school year or in the case of the nursery, at the start of the calendar year and kept in the box with the Epi Pen all doses must be recorded on this and signed by the parent on the same day that the dose is given.

If a child has an inhaler/spacer, the parent signs the "Inhaler consent form" at the start of each school year or in the case of the nursery, at the start of the calendar year and supplies correct information on this. All doses must be recorded on this and signed by the parent on the same day that the dose is given.

It is the parent's responsibility to check periodically that the school held medications are in date and provide new medication when needed.

The class teacher or break supervisor should know the whereabouts of the medication and have this within a short distance at all times.

We will, after consultation with the college, create an Individual Healthcare Plan to support any children who need this. We will follow the guidelines set out in DfE publication "Supporting pupils at school with medical conditions, Statutory guidance 2014, annex A"

Anti-histamines for allergic reactions.

- We will store anti histamines at the school only under the following conditions
- These must be kept in a locked cupboard, not accessed by children
- the parent signs a consent form which **MUST** be kept with the medication.
- the doctor has prescribed the anti histamine, it has a pharmacist's label on and dosage clearly labeled.
- it is not the first dose
- it is for an allergic reaction such as a food allergy which will stop the reaction worsening with dire consequences
- we will not store anti histamines in the case of hay fever.
- After every dose given this must be recorded by staff on a consent form and the parent sign this at the end of the school day, this form then goes on the child's file and a new consent form placed with the medication.

Ongoing medication

If a child is to receive daily medication, the parent must sign a consent form at the start of each week, it must be noted on the form if the medication dosage or need has changed.

4. The Iona School and Nursery will not;

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents, or ignore medical evidence or opinion (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch (unless this is specified in their individual healthcare plans)
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

Related documents

- First Aid and Accident Policy
- Medicine consent form
- Inhaler consent form
- Epi pen consent form

Issue date

This policy takes effect from January 2010

Review date


This policy will be reviewed and revised by the school manager on an annual basis.

Endorsement

Full endorsement to this policy is given by:

Name: Mr Martin Taylor

Position: Iona School Trustee

Signed: 

Date: 27/08/18

Iona School & Nursery
Medication Consent Form (not for inhalers or Epi Pens)

I (parent/carers' name)
 confirm that my child (name).....

Has taken this medicine previously and I give my permission for the Iona school or day nursery to dispense the below dose that I have recorded myself. I have given the teacher/ nursery staff/reception member the correct dose for the time my child is at school/nursery for the below dates only, in the original container obtained from the doctor/chemist. This must have the dose printed on the pharmacy label.

I understand that if my child refuses the medication the school/nursery will contact me to come and medicate my child or take them home.

I understand that I must sign the medicine administration record at time of picking up my child.

I agree that this is not the first dose of this medication, that I have administered at least two previous doses

If this is an ongoing medication, I must note any changes in dose and understand that I do a new consent form at the start of each week.

The illness my child has

is.....

with symptoms of.....

.....

Signed (parent/carers).....

Date.....

Date	Name of Medication	Dosage Instructions (Times, amounts etc.)	Time last dosage given by parent or carer	Signature of parent/carer

Medicine administration record to be completed by staff and signed at end of day by parent.

Date	Time	Dosage	comments	Staff signature	Parent signature

Any further comments or concerns?

