

MEDICATION POLICY



Review Date: August 2026

Approved by: Executive Board

Next Review Date: August 2027

Administering Medication Policy

Children with medical needs have the same rights of admission to Frobel Education as other children. Most children will at some time have short-term medical needs, while other children may require medicines on a long-term basis, such as children with severe allergies.

The administration of medicines is primarily the responsibility of parents and carers. Wherever possible, medicine should be given to children before or after tuition sessions. If children require medication for infections, it is appropriate for the centre to ask if the child should be attending tuition due to the possibility of spreading infections to others.

Aims of this Policy

1. To explain our procedures for managing prescribed medicines which may need to be taken during the tuition session.
2. To outline the roles and responsibilities of the organisation staff.

Prescribed Medicines

1. Medicines should only be brought into centre when essential: where it would be detrimental to a child's health if it were not administered during the session time.
2. Staff can only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
3. Medicines MUST be in the original container as dispensed by a pharmacist with the prescription label, including the child's name and the prescriber's instruction for administration.

Asthma Inhalers

1. Children who have inhalers should have them available where necessary. The inhaler will be kept with the child in class or in their bag.
2. Inhalers should always be self-administered by the child. If children are having trouble in managing their inhalers the staff should be informed so that they can take actions to support the child.
3. If necessary they should be taken to all physical activities.
4. Inhalers must be labelled with the child's name and guidelines of administration.
5. It is the responsibility of the parent/carer to regularly check the condition of the inhalers and ensure that they are in working order and have not run out.

Allergies

Children who have severe allergies and epi-pen medication, such as a nut allergy, will have their medication close to hand at all times.

1. The epi-pen will be the responsibility of the first aider or teacher within the classroom.
2. The epi-pen is located in the front office.
3. All staff will be made aware of the identity of child who suffer from anaphylaxis.

Non-prescribed Medicines

1. Paracetamol/Calpol will only be administered with the consent from the parent or carer.

Storage of Prescribed Medicines

1. All medicines should be delivered to a member of staff by the parent/carer.
2. The parent/carer must fill in an administering medicines form giving staff written permission to give the correct dose.
3. All medicines must be stored according to dispenser's instructions (paying particular attention to temperature) with the name of the child clearly marked.
4. All emergency medicine such as inhalers or epi-pens must be readily available to children and staff and kept in an agreed place. (Front Office)
5. Children may carry their own inhalers where appropriate.

Disposal of Medicines

1. Staff should not dispose of medicines.
2. Parents are responsible for making sure that date-expired medicines are returned to the pharmacy for safe disposal.
3. Parents should collect medicines at the end of the agreed administration time period.
4. Sharp boxes should be used to dispose needles. Collection and disposal of sharp boxes should be arranged with local authority's environmental services.

Long Term Medical Needs

It is important that school has adequate information about long term medical conditions. A Health Care Plan may be drawn up, involving parents and other Health Professionals.

Roles and Responsibilities

Parent/Carer

1. Should give sufficient information about their child's medical needs if treatment or special care is required.
2. Must deliver all medicines to a member of staff administering the medicine.
3. Must complete and sign the parental form.
4. Must keep staff informed of changes to prescribed medicines
5. Keep medicines in date – particularly emergency medication such as epi-pens.

Centre Supervisor

1. To ensure that the organisation's policy on administering medicines is implemented.
2. To ensure there are members of staff in the organisation are willing to volunteer to administer medicines to specific pupils as required.
3. To ensure staff receive support and appropriate training as necessary.
4. To share information as appropriate about a child's medical needs.
5. To ensure that parents are aware of the school's administration policy.

6. To ensure that medicines are stored correctly.

Staff

1. To check details are accurate and clear on prescription labels.
2. To ensure that the 'administration of medicines' record sheet each time medicine is given.
3. To ensure medicines are returned to parent/carer at the end of the school day.
4. To ensure medicines are returned to parent/carer for disposal.

If a child refuses to take medicines staff will not force them to do so, but will note this in the records and inform parents as soon as is reasonably possible.

Record Keeping

Medicine should be provided in the original container. Staff should check that written details include:

1. Name of child
2. Name of medicine
3. Dose
4. Method of administration
5. Time and frequency of administration
6. Any side effects
7. Expiry date

A parental agreement form should be completed and signed by parent/carer before medicines can be administered.

Confidentiality

The head of centre and staff should always treat medical information confidentially. The head of centre should agree with the parent/carer who else should have access to records and other information about a child.

Staff Training

Staff with responsibility for administering medicines will have appropriate training to be able to carry out the role responsibly.

Emergencies

All staff should know how to call the emergency services (999) and know who is responsible for carrying out first-aid and administering of medication in the school. A pupil who is required to be taken to hospital by ambulance should always be accompanied by their parent or a member of staff who should remain until the parents/carers arrive.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infections. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of equipment.

