

## URSULA TAYLOR C of E SCHOOL



### **Policy for Administration of Medicines during School Hours**

From time to time, parents request that the school should dispense medicines, which need to be administered at regular intervals to children.

These fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma, epilepsy allergies)
- Children who are suffering from casual ailments or require antibiotics (coughs, colds etc.)

Designated staff members are trained to administer medication. Miss Debbie Daley and Mrs Tracy Harte have been trained to administer medication should they need to.

Parents are welcome to come into school at lunchtimes if they wish to administer medication themselves.

All medication required to be administered must be discussed with Miss Daley who will help you to complete a form detailing the exact dosage, time of administration and relevant permissions.

Children who require medication such as Epi-pens, Inhalers or Diabetes support will have a Care Plan completed to ensure staff are fully aware of and able to manage our children's medical needs. Children will have their epi-pens / inhalers with them at all times whilst at school. Their equipment will be kept in clearly named containers in their class base and taken around the school when not in class.

Medication, such as antibiotics must be brought to and from school on a daily basis and handed in to the school office. They will then be stored securely and refrigerated as required.

If children require cough or throat sweets, these too must be treated as medication and handed in to the school office to ensure correct administration.

No medication of any sort must be given to children to keep in their bags / draws.

For the school to agree to assist in long term medication:

- Parents must write to the school, giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration. (The indemnity form is held in the office.)
- The medicines must be brought to school in a properly labelled container which states: (a) The name of the medicine, (b) The dosage and (c) The time of the administration
- Where possible the medicine should be self administered under the supervision of an adult. Medicines will be kept in a secure place in the office or in the staff refrigerator. (Unless the

medicines are inhalers for asthma / epipen for allergies in which case they will be kept in the classroom or with the child.)

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedic assistance. We will seek guidance from the school nurse to support both the child, the parent and the school. The guidance provided will be detailed in a Health Care Plan and stored securely but easily accessible when required.

Detailed written instructions should be provided to the school and the parent/guardian should liaise with their child's class teacher, the Senior First Aider (Miss Daley) and the SENCo (Miss Hannah Lee) where necessary. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where the parent/guardian is available at all times.

#### First Aid

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid. If a more serious accident or incident occurs then one of the qualified first aiders must be consulted.

For more information please see the following policies:

- First Aid Policy
- Intimate Care Policy
- Safeguarding and Child Protection Policy
- Asthma Policy

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