

## **Hutton Henry CE Primary Medications Policy**

Hutton Henry CE Primary School follows the Local Authority policy and DfE guidance on the administration of medication in school.

### **Prescribed Medical Treatment**

Whilst it is preferable for medication to be given at home, we recognise that some treatments have to be given during school hours.

### **What should the parent/carer do?**

- Complete a consent form & pupil care plan with Mrs Pace. See Appendix 1 & 2
- Make sure medication is in the original container supplied by the pharmacist, with a pharmacist's label showing dosage etc.
- Bring medication in themselves, or send it with a responsible adult.
- Remove any unused medication at the end of each school term.
- If possible, ask for a 'split prescription', which would enable you to have separate packs for school and home use.

### **What the school will do**

- Keep information about your child's medication confidential.
- Store the medication securely. Antibiotics will be kept in the refrigerator.
- Keep appropriate records of administration. See Appendix 3
- Inform you of any problems or concerns.
- Respect child's privacy, gain trust, take child's views into account.
- Draw up a care plan for any pupil who needs to take medication during the school day.
- Follow the instructions of the pharmacist. School will not give a different dosage if the parent requires

### **What school will not do**

- Administer any medication which has not been prescribed by a medical practitioner unless this has been agreed with the school in advance and follows procedure
- Administer medication without a consent form being completed by a parent/carer.
- Administer medication which is not in its original packaging, properly labelled by the pharmacist with dosage etc.

### **Medication by pupils**

Children are encouraged to self-administer medication where appropriate. This will be noted in the pupils care plan.

### **Storage of Medication**

All medication on the school premises must be locked away in a secure lockable cabinet located in the Head teachers office. The Head teacher and the Medication administrator must only have access to the medication. Antibiotics that require refrigeration will be kept in the fridge in the head teachers office. For trips out of school a member of school staff will keep the medication in a safe and secure place on themselves until it is administered. All emergency medication is exempt from the above. This will be stored in the classroom in an unlocked, clearly labelled draw e.g. inhalers, Epi pens.

### **Medical Room**

The Education (School Premises) Regulations 1999 requires all schools to have a medical room appropriate and readily available for the use of medical and dental needs and for the caring of sick or injured pupils. Our medical room is a dual purpose staffroom and therefore must not be used as teaching accommodation.

### **Staff Training**

We have two members of staff that is trained in the administration of medication. Two members of staff have attended training to support pupils with medical conditions. All staff are trained in giving an epi pen injection. Training will be updated along with setting demand.

### **Confidentiality**

The head and the staff should always treat medical information confidentially. The head should agree with the child where appropriate, or otherwise the parent, who else should have access to records and other information about a child. If information is withheld from staff they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

### **Pupils with special needs & Disabilities**

Should we need to admit a child with Specific Special Need or disability, the school's accessibility plan will be modified accordingly. Reasonable steps will be taken to ensure that the child is in no way disadvantaged. The schools facilities meet the current needs of all pupils in school – including those on the SEN register.

Reviewed April 2023

*School will not give your child medication unless you complete and sign this form, and the school has the policy that staff can administer medicine.*

**Name Of School:** Hutton Henry CE Primary School

**Name of Child:**

**D.O.B.**

**Emergency Contact:**

**Daytime Telephone:**

**Name and Telephone of G.P :**

*The above information is, to the best of my knowledge, accurate at the time of writing and I give my consent to school to administer medication in accordance with the schools policy, give urgent medical advice and medication in an emergency scenario.*

**Parent/ Guardian Signature:**

**Print Name:**

**Date:**

**Name of Pupil:**

**Date of Birth:**

**Address:**

**Name of School:** Hutton Henry CE Primary School

**Medical Condition:**

**Name of Medication:**

Liquid, Tablet, Ointment, Formula, Inhaler - *Please circle which applies*

**Dosage :**

**Frequency :**

**Procedures to take in an emergency:**

**Any Side Affects:**

**Self Administration :** Yes/ No - Please delete as appropriate)

**Parents Contact Details:**

**Doctors Name & Address:**

**First Date of Administration:**

**First Date of Administration in School:**

**Projected last date of administration (if known):**

**Special Precautions:**

*I understand that I must deliver the medication personally to Miss N Ord. The medication must be in the pharmacist's packaging with the dosage and child's name clearly labelled.*

Signed: Parent / Guardian

Signed: Head teacher

**Appendix 3**

**Hutton Henry CE Primary School – Record of Medication**

