



MEDICATION POLICY

HEAD TEACHER: SARA LLEWELLYN

DATE AGREED: 31st JANUARY 2019

DATE OF NEXT REVIEW: 30th JANUARY 2020

ALL, STAFF HAVE ACCESS TO THIS POLICY AND SIGN TO THE EFFECT THAT THEY HAVE READ AND UNDERSTOOD ITS CONTENT

The Administration of Medicines in Nursery and School Policy

School and Nursery Responsibility

The school will provide the correct training to all staff members and how to record information regarding medication. This training will be on going and updated.

A nominated member of staff will monitor the individual Healthcare Plan/medication needs for each child and liaise with the school room coordinator as necessary. The nominated staff members are currently.

Sara Llewellyn Headteacher
Elizabeth Head

Parental requirements

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.

It is accepted that PARENTS/CARERS are responsible for the administration of medicines to their child. However, in certain circumstances school staff may volunteer to administer medication.

1. The medication must be in its original packaging and state: -
 - a) The name of the child.
 - b) The name, dose, expiry date and timing of the medication.

2. Written advice must also be provided on the storage of the medication, including pharmaceutical requirements (e.g. refrigeration required)

Where required, medication is to be administered in accordance with the Healthcare Plan drawn up by the head teacher and the school room coordinator in conjunction with parents.

Staff Requirements

All members of the teaching and non-teaching staff are to be aware of the school's policy, procedures regarding the administration of medicines in school and that medication can only be administered by trained staff.

Staff should be aware of the child's individual needs and how much assistance they require with taking their own medication, where possible children should be encouraged to self-administer. If a child refuses to take medications or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual Healthcare Plan. Parents should be informed so that alternative options can be considered.

All medicines should be stored out of children's reach. Children should know where their medications are at all times and how to access them, either individually or with staff assistance.

Where required emergency medication must be carried close to the child at all times whilst moving around the school or on 'off-site' Educational Visits.

Administration of medication

- Form 3b will be completed by the parent before medicine can be administered.
- The medication will be administered and observed by a second member of staff.
- Form 6 will be completed after administration.

Where any aspect of administration is critical to the welfare of the child, e.g. in a life-threatening situation (as in the case of Epilepsy, Anaphylaxis and Asthma) trained staff will always be on hand to take appropriate action.

This policy has been written in conjunction with the following documents: -

Department for Education – Supporting pupils at school with medical conditions (September 2014)
 Department for Education and Skills | Department of Health – Managing Medicines in Schools and Early Years Settings (March 2005)

This policy was adopted by The Llewellyn School and Nursery	Date: 01 st January 2016
Reviewed on: 31 st January 2019	Signed: S J Lewellyn
To be reviewed: 30 th January 2020	