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*'Encourage one another and build each other up.'* Thessalonians 5:11

## **BLOXHAM C. of E. PRIMARY SCHOOL**

### **Policy for administering temporary/short term/non prescription medicines**

**It is the responsibility of parents to complete all necessary paperwork, verbal consent is not sufficient.**

#### **1. Policy Statement**

Bloxham C. of E. Primary School is an inclusive community that aims to support and welcome pupils with long term and temporary medical conditions where they are not contagious to other pupils. For long term conditions please see the Policy for Supporting pupils with Medical conditions. This policy relates to pupils with temporary conditions and short term/ one off medications.

Under this policy the administration of medicine during school hours will only occur when absolutely essential for the child's health. Staff members are not obliged to administer medication unless specified in their job description; however, they may volunteer to do so with appropriate training and indemnity.

#### **2. Responsibilities**

- **Parents/Guardians** must provide accurate, up-to-date medical information and ensure that medication is supplied in its original container with clear instructions.
- **School Staff** are not obliged to administer medication but may volunteer to do so with the necessary training and indemnity.
- **Headteacher** is responsible for ensuring that this policy aligns with the Policy for Supporting Pupils with Medical Conditions and is adhered to by all staff.

#### **3. Procedure for Administering Medication**



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- Medication should be administered at home where possible.
- If medication must be given during school hours, parents must complete Form 1 (Medication Administration Request).
- Medication must be delivered to the school by a responsible adult in its original, labeled container.
- **Two staff members must be present when administering medication, one of whom must be a qualified first aider.**
- **Only prescribed medicines that require four doses a day will be administered.** Parents may administer three-dose prescriptions themselves at **12:30 PM.**
- **Non-prescription medicines** (e.g., hay fever medicine, Calpol, ibuprofen) will be administered **only if provided in pre-measured doses** (tablets or pouches/sachets).
- **For liquid medication, parents must provide a syringe to ease administration and minimize spillage.**
- A **record will be completed** each time medicine is administered, and medicine will only be administered on days it is provided/ the original authorisation covers eg: 5 days/fortnight.
- **A pupil will never be given another child's medication.**

#### 4. Storage of Medicines

- Medicines will be stored securely **away from pupils but in an unlocked cabinet.**
- Refrigerated medication will be stored in a clearly labeled, airtight container.

**The school will not hold ongoing supplies of medicine for pupils not on a medical care plan and medicines should be brought on days required with a completed form to cover the period of administration.**

#### 5. Self-Administration of Medication

- Pupils may self-administer medication **only under staff supervision** and with written parental consent.
- A **Self-Medication Agreement Section** is included within the Medication Administration Request Form and must be completed and signed by the parent/guardian.

#### 6. Refusal or Partial Administration of Medication

- If a pupil refuses medication, staff must not force them.



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- The incident will be recorded, parents will be informed as appropriate where life threatening, emergency services will be contacted.
- **Where a medication dose is only partially given due to refusal, spillage, or any other reason, staff will not attempt to make up the remaining dose.**

## **7. Medical Conditions & School Trips**

- Pupils with medical conditions should not be excluded from school trips if reasonable safety measures can be implemented.
- A **trained staff member responsible for administering medication** must accompany children requiring medication on trips.

## **9. Strict Adherence to Policy**

- **Under no circumstances will staff deviate from this policy.** All medications, prescribed or otherwise, **must be in the original container**, and a completed form must be submitted before administration.



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## Form 1 – Medication Administration Request (Including Self-Medication Agreement)

<b>Pupil's Name:</b>		Class:	
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Date of Birth:	
Medical Condition:	
Name of Medication:	
Dosage and Timing:	
Dates medicine to be administered:	
Method of Administration:	
<input type="checkbox"/> My child <b>can</b> self-administer under supervision	<input type="checkbox"/> My child <b>cannot</b> self-administer
If travelling independently of guardians is the pupil authorised to carry their own medicine?	
Possible Side Effects:	
Parent/Guardian Name	
Signature	
Date	



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## Form 2 – Medication Administration Record

<b>Pupil's Name</b>	Date	Time of Administration
Name of Medication	Dosage Given	
Staff Member 1 (Qualified First Aider)	Signature	
Staff Member 2 (Verifier)	Signature	
Notes if applicable eg: refused/spilled		

<b>Pupil's Name</b>	Date	Time of Administration
Name of Medication	Dosage Given	
Staff Member 1 (Qualified First Aider)	Signature	
Staff Member 2 (Verifier)	Signature	
Notes if applicable eg: refused/spilled		

<b>Pupil's Name</b>	Date	Time of Administration
Name of Medication	Dosage Given	
Staff Member 1 (Qualified First Aider)	Signature	
Staff Member 2 (Verifier)	Signature	
Notes if applicable eg: refused/spilled		



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