



**WAYLAND  
JUNIOR ACADEMY  
WATTON**

**Wayland Junior Academy**  
**Administration of Medicines Policy**  
**December 2017**

This policy is based upon the 2005 DCSF document, 'Managing Medicines in School and Early Years Settings.'

Many children will, at some time, have short term medical needs, perhaps entailing the finishing off of a course of anti-biotics. Some children may require medicines on a long term basis, such as those with well controlled asthma or epilepsy. These children are usually able to attend school regularly, and take part in normal school activities. Individual care plans are drawn up where required. Please see the academy's Supporting Children with Medical Conditions Policy which explains how Wayland Junior Academy will support children with medical needs in school.

This policy is concerned with the administration of medicines only.

**Prescribed Medicines**

Medicines should only be brought into the academy when essential: that is, where it would be detrimental to a child's health if the medicine were not administered during the school day.

Medicines should only be administered in school if they are on prescription from a doctor, dentist, nurse or pharmacist prescriber. These medicines should be provided to the academy in the original container with the prescriber's instructions for administration and dosage. We would expect that in sending medicine to school, parents/ cares would either be following advice of a doctor in deciding that a child who is completing a course of treatment (e.g. antibiotics) is well enough for school, or that the medicine is for the treatment of a long term condition such as asthma or epilepsy. In either case, parents/ carers are welcome to come into the academy to administer the dose themselves. In all cases, written permission on the appropriate forms must be given. See appendix A.



### **Non Prescription Medicine:**

Staff cannot give children non-prescribed medicines **unless permission is obtained from a parent/ carer.** Please note, the academy does not keep non-prescription medicine on site for this purpose. Parents/ carers are expected to make a decision on whether their child is well enough to attend school. A parent may make this decision and bring their child to school with non-prescription pain relieving medicine. The parent/ carer must see the receptionist to fill out the appropriate form (appendix A) and give the medicine to the receptionist. The academy will then be able to administer this pain relieving medicine as per the parent/ carers instructions if necessary. Please note that if the academy feels that the child is too ill to attend they will advise the parent accordingly.

The exception to this is on school trips. Analgesics (pain relief) will be taken by the academy and parents/ carers (as part of the consent to the trip) agree (or not) for their child to be given pain relief under the direction of the visit leader. Wherever possible, the parent/ carer will be contacted before administration of any pain relief/ medication and instant verbal consent provided.

### **Long Term Medical Needs:**

If a child has a long term medical need, the academy will draw up a care plan in conjunction with the parent/ carer and the relevant medical professionals. This will include information relevant to the care of the child concerned. Full details of how the academy supports children with medical needs can be found in our Medical Needs Policy.

### **Administering Medicines:**

1. All medicines should be clearly labelled with the child's name. The first dose should be accompanied by the 'Parental/ Headteacher agreement for schools to administer medicine' (see appendix A). This states that it is necessary for the medicine to be taken in school hours and a request is being made for the academy to administer it. The note should give



- clear instructions about the dose required. **No child under 16 can be given medicines without their parent/ carer's written consent.**
2. In the case of inhalers for asthma sufferers, please have one set of equipment in the academy and another at home to avoid the problem of forgetting to bring it or take it home.
  3. The medicine must be given to the academy office, who will pass inhalers to the appropriate class teacher. A written record of medicines taken will be kept by the academy. This record is kept in reception.
  4. Children should 'self-administer' medicines under the supervision of an adult at the academy wherever possible (use of inhalers). In the case of analgesics such as Calpol (required for pain relief in a specific requested situation), single dose sachets should be used, where possible, so that self-administration is possible.
  5. Medicines should not be sent to be used 'where necessary' or 'when requested by the child' (eg for headache). Written consent is required for the administration of all medicines. However, specific circumstances may be discussed with the Principal, and arrangements made if necessary.
  6. Parents/ carers of children who require the academy to keep prophylactic medicines (such as epi-pens and asthma inhalers) are responsible for ensuring that medicines remain in date.
  7. If a child refuses medication, the staff will not force them to take it, but will make a note of the refusal in the records. Parents/ carers should be informed on the same day.
  8. It must be clearly understood that whilst every effort is made to comply with requests that fall into the categories above, the distractions of a busy school day may lead to an oversight and there can be no guarantees that medicines sent in will be administered in school. If the timing of administration is vital, parents/ carers should make arrangements to come into the academy to administer the medicine in person.

All medicines are stored in the lockable medical cupboard (or the refrigerator if necessary) in the First Aid Room in the reception area. The exception to this is inhalers which are kept in baskets in the child's

classroom and carried around as a child moves for example to PE, the library or IT suite. Older children may be responsible for their own inhaler. Health Care Plans for individual children with long term conditions are written and shared with all relevant staff as per our 'Supporting Children with Medical Needs Policy'. For children who may need to use an epi- pen, there is an identification picture posted in the staffroom and first aid room with instructions for action if required.

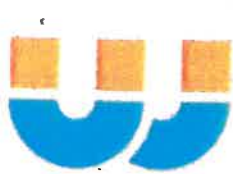
There is no legal obligation that requires staff to administer medicines, but the academy seeks to ensure that all children who are able to attend school, including those who may need medication can do so.

The person administering medicine to a child must check the name of the child, name of the medicine, dose, method of administration, time of administration and expiry date of medicine. The 'Record of Medicine Administered' must be completed (Appendix B). The academy are currently considering the use of emergency inhalers/ asthma care plans for asthma, a copy of this draft document can be found in appendix C. This asthma care plan is a new form designed to ensure that the academy have full details from parent/ carers on managing their child's asthma in school. The academy are in the process of rolling this form out at the time of writing this policy.

The academy has a number of staff who are trained First Aiders (list displayed in the First Aid Room) in the event of an emergency, all staff are clear about what action to take.

### **Sporting Activities:**

Where children need to take precautionary measures before or during exercise (e.g. use of inhalers), staff supervising such activities should be aware of relevant medical needs and, if necessary, carry out risk assessments.



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### **Educational Visits:**

We encourage children with medical needs to participate in educational visits where it is safe for them to do so. Where children need to take medicines that are normally administered at home, parents/ carers should send full written permission and instructions for administration along with the medicines in their original containers. All medicines must be labelled with the child's name. The administration of all medicines is recorded on a visit sheet. Where necessary, detailed discussion between the parent/ carer and the visit leader will take place; if a child has a care plan, a copy will be taken on the visit.

The academy seeks to facilitate all children attending school for the maximum number of days [possible in the school year, but parents/ carers should be clear that children who are ill should not be sent to school. This includes children with temperatures controlled by analgesics and those who have only just begun medication with antibiotics. This policy addresses the management of children who are fundamentally well, but have specific long term or short term medical needs.

### **Monitoring and Review:**

This policy will be reviewed annually or earlier following the release of new medical guidance.

Date: 24/1/18

Signed by Principal:

*Maye*

Signed by Chair of Governors:

*Colin Gwary  
Chair*



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WATTON**

**To be reviewed:**

**Appendices:**

**Appendix A:**

**Appendix B**

**Appendix C**

**Related policies:**

**Please also see the academy's Supporting Children with Medical Conditions Policy, First Aid Policy and Health and Safety Policy.**



**Parental/Head Teacher Agreement for School/Setting to administer medicine  
Form F624b**

The school/setting will not give your child medicine unless you complete and sign this form and the school/setting has a policy that staff can administer medicine.

<b>Name of School/Setting</b>	
<b>Date</b>	
<b>Child's Name</b>	
<b>Group/Class/Form</b>	
<b>Name and strength of medicine</b>	
<b>Expiry date</b>	/ /
<b>How much to give (dose to be given)</b>	
<b>When to be given</b>	
<b>Any other instructions</b>	
<b>Number of tablets/quantity to be given to school/setting</b>	
<b>Medicines must be in the original container as dispensed by the pharmacy</b>	
<b>Daytime phone no. of parent or adult contact</b>	
<b>Name and phone no. of GP</b>	
<b>Agreed review date to be initiated by [name of member of staff]:</b>	/ /

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

<b>Parent's signature:</b>	<b>Date:</b> / /
<b>Print name:</b>	

**Confirmation of Headteacher's agreement to administer medicine**

It is agreed that [name of child] will receive [quantity and name of medicine] every day at [time medicine to be administered e.g. Lunchtime or afternoon break].

[name of child] will be given/supervised whilst he/she takes their medication by [name of member of staff].

This arrangement will continue until [either end date of course of medicine or until instructed by parents].

**Head Teacher signature:**

**Print name:**

**Date:** / /



# Appendix B

 Kendall County Council  
@ your service



**Record of medicine administered to an individual child**  
**Form F624c**

<b>Name of School/Setting</b>	
<b>Name of Child</b>	
<b>Group/class/ form</b>	
<b>Date medicine provided by parent</b>	/ /
<b>Quantity received</b>	
<b>Name of medicine</b>	
<b>Expiry date</b>	/ /
<b>Quantity returned</b>	
<b>Dose and frequency of medicine</b>	

<b>Date</b>	/ /	/ /	/ /
<b>Time Given</b>			
<b>Dose Given</b>			
<b>Any Reactions</b>			
<b>Name of member of staff</b>			
<b>Staff initials</b>			

<b>Date</b>	/ /	/ /	/ /
<b>Time Given</b>			
<b>Dose Given</b>			
<b>Any Reactions</b>			
<b>Name of member of staff</b>			
<b>Staff initials</b>			

<b>Date</b>	/ /	/ /	/ /
<b>Time Given</b>			
<b>Dose Given</b>			
<b>Any Reactions</b>			
<b>Name of member of staff</b>			
<b>Staff initials</b>			

<b>Date</b>	/ /	/ /	/ /
<b>Time Given</b>			
<b>Dose Given</b>			
<b>Any Reactions</b>			
<b>Name of member of staff</b>			
<b>Staff initials</b>			

# Appendix C



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Child's name	Class	Date	Time	Staff Member	Number of puffs	Number of times taken	Time last taken

**Any further action taken**

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.....  
.....

**(Please include any relevant information, such as; trigger for attack, how the need for medication was identified and any difficulties with inhaler, including the need for a replacement)**

**The treatment was dealt with by a staff member in school, as detailed above. If you have any concerns regarding your child following this treatment, please seek medical advice or see your GP**

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**Academy use only – record keeping**

**Copied to Asthma file ..... (please tick)**

