

ADMINISTRATION AND STORAGE OF MEDICINES

1. Pupils in School/Nursery who require medication will fall into three broad groups:
 - those who are completing a course of prescribed treatment,
 - those who have specific, usually longer term, medical needs, e.g. asthma (covered in more detail in section 6), epilepsy and diabetes
 - those with conditions that can, often without warning, require swift emergency medication/treatment e.g. anaphylaxis or defibrillation (covered in more detail in the first aid policy).
 - It is preferable for parents to administer medicines to their children; however, this might not always be practicable. If the child has been ill but is fit to return to School/Nursery before a course of prescribed medicine is complete, the School/Nursery can arrange for the medicine to be given, provided that the medicine is in the original, pharmaceutical container with the dispenser's label and information stating: -
 - ✓ The child's name
 - ✓ The name of the medicine
 - ✓ The prescribed dose
 - ✓ The frequency and method of administration
 - ✓ Any possible side effects
 - ✓ The expiry date of the medicine
2. A form (available from the School Office/Nursery) must be completed and signed by the parent detailing the request for administration of medicine, the name and dosage of the medicine to be administered and the time when the medicine is to be administered. The form will be kept with the medicine when it is in School/Nursery and uploaded into Sharepoint, First Aid. If these requirements are not met, or if the medicine is out of date, or if the directions on the signed parental form differ from the dispenser's label, the medicine will not be administered.
3. In certain circumstances (including EYFS) non-prescribed medicines can be administered to children providing parents have provided prior written consent and this has been agreed and signed off by the Pastoral and Medical Lead/Headteacher/Nursery Management.
4. Medicines need to be brought to the School Office/Nursery by parents in the morning where the necessary form can be completed and signed.
5. Medicines in the School will be stored in the School Office in a locked cabinet or in the medicines fridge as appropriate and will be administered by First Aid qualified, School Office staff.
6. Medicines in the Nursery will be stored in a locked cabinet in the Nursery kitchen or in a special container in the Nursery fridge and will be administered by Nursery staff.
7. The administration will be recorded in the relevant medicines' log in the School Office/Nursery.
8. The medicines need to be collected by parents from the School Office/Nursery staff at the end of each day. **Parents of Nursery and Reception aged children should be shown the medicines log and date and initial the entry.**
9. Staff should check the **five rights**: right pupil, medicine, dose, time, and route
10. Details of the storage of medicines for children with long-term medical needs are outlined in the First Aid Policy (Asthma), Section 7 (Anaphylaxis) and Section 8 (Diabetes).
11. Children's medical needs will be considered when planning an off-site visit and appropriate medication/equipment will be taken on the visit by the suitably qualified First Aider. Administration will be recorded on a School/Nursery's medicines' log sheet, or on a child's diabetes record sheet.

12. Appropriate medicines/ equipment, e.g. inhalers, auto-injectors, diabetes kit, defibrillator, will be taken to sporting activities. Administration will be recorded on a school medicines' log sheet according to school procedures, or on a child's diabetes record sheet.
13. Only medicines which have been prescribed to individual children and for which the School/Nursery has a signed consent form/health care form will be stored in School/Nursery.
14. No 'out of date' medicines will be kept in School/Nursery.
15. Controlled Drugs - The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act 1971 and its associated regulations 2001. The School/Nursery can store and administer these drugs provided they have been prescribed and the appropriate forms giving permission have been completed and signed. Any child taking a controlled drug will have an Individual Health Care Plan. The drugs must be stored in a locked non-portable container to which only named staff have access.