



Walkwood
Church of England  Middle School

Administration of Medicines to Pupils Policy

Governing Body Committee responsible:

Pupils and Curriculum

Approval granted:

11.04.2016

Review date:

Spring 2019

“Being cheerful helps when we are sick, but nothing helps when we give up.”

Proverbs 18:14

“The core purpose of any Church school is to maximise the learning potential of every pupil within the love of God.”

SIAMS (Statutory Inspection of Anglican and Methodist Schools) 2012



It is Walkwood Church of England Middle School's policy to adhere to the Department of Health Guidelines as set out in 'Managing Medicines in Schools and Early Years Settings' (March 2005).

Prescribed drugs

"Medicines should only be taken to school or settings when essential: that is where it would be detrimental to a child's health if the medicine were not administered during the school or setting 'day'. Schools and settings should only accept medicines that have been prescribed by a doctor, dentist, and nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration".

The school also asks for the completion of a parent/carer agreement form (see Appendix) which must clearly state the name and form group of the pupil, together with the dose and the time(s) of the day at which it must be taken. Any special conditions for storage of the medicine must also be included. This applies for both prescription and non-prescription drugs.

In the case of Year 5 and 6 pupils, we can only accept medicines brought in by the parent or carer.

Medicines should be given to the Reception Office or the School First Aider direct so that they may be held centrally and not by class teachers. Exceptions to this are inhalers for asthma and glucose tablets for diabetics which should be kept with the pupil at all times.

Medicines can only be accepted in relatively small quantities.

The school has its own salbutamol inhaler for emergency use only. This may apply when the pupil's own inhaler is lost, out-of-date or broken. Consent for this is obtained from the parent or carer for diagnosed asthmatics.

Epi-pens

These are stored in rigid containers in a central location. Two epi-pens per pupil diagnosed with allergy issues are required to be held in school: these are to be named with care plans.

Head-Lice

The school adheres to NHS guidance on this matter. The school asks parents to notify us of any known case so that we can monitor any potential epidemic. Head-lice is very infectious and so when a case is suspected in school contact will be made with parents/carers of that child and cooperation will be sought to have the hair treated as soon as possible. There would be a request for the pupil to be collected from school and for their return to follow once treatment given. This is felt to be the most productive way to manage what can be a very difficult situation.



Appendix

Parent / Carer agreement for school to administer medicine

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

Date for review to be initiated by	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

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.

Signature(s) _____

Date _____

