



North

Yorkshire County Council

Children and Young People's Service

## ADMINISTRATION OF MEDICINES POLICY

### SAND HUTTON & WARTHILL FEDERATED C of E PRIMARY SCHOOLS

#### 1. General Statement

It is our policy to ensure that appropriate arrangements are in place for our staff to deal with the administration of medicines to pupils.

#### 2. The Legal Position

Our duty is to ensure that the schools follows the DfE 'Managing Medicines in Schools and Early Years Settings Guidance' Published February 2005 and the North Yorkshire County Council Guidance Notes for Medications in Schools.

The schools should ensure the full co-operation of parents to ensure a child with medical needs is able to access all school provision as appropriate.

#### 3. Responsibilities of personnel

The following member/s of staff are responsible for the administration of medicines

Mrs J Wardell  
Mrs D Edmondson  
Mrs D Thornton  
Mrs C Naylor  
Mrs S Fraser  
Mrs Belfield  
Mrs Wilson

Mrs Free  
Mrs Liston  
Mrs Hind

## 4. Procedures

The following are general procedures to be followed by all staff: For more detail see the North Yorkshire County Council Guidance Notes for Medications in Schools.

- The administration of medicines should only be required when it is essential i.e. it would be detrimental to the child's health if the medicine is not given.
- Parents should be encouraged to enquire of their Medical Practitioner whether it is essential that a dose of medication be prescribed during school hours. For example, if a medication is prescribed to be taken three times a day, it may be satisfactory to give it before school, after school and before bedtime.
- The School should only accept medicines that have been prescribed by a Medical Practitioner. The School should never accept loose medicines in blank envelopes or unidentified bottles.
- Before the administration of any prescribed medication detailed written instructions and authorisation from the child's Parent/Guardian to administer the medication, must be obtained. A model Instruction/Authorisation form may be used, see Appendix 2a North Yorkshire County Council Guidance Notes for Medications in Schools.
- Prescribed medication must be brought to school in a properly labelled container.
- If pupils can take their medicine themselves, staff may only need to supervise this. See Appendix 2c North Yorkshire County Council Guidance Notes for Medications in Schools.
- The use of non-prescribed medication is to be discouraged. The School should not routinely stock pain relief such as paracetamol or symptom relief remedies such as cold and flu remedies.
- In the best interests of staff and pupils, all non-prescribed medication should be treated in exactly the same way as prescribed medication i.e. clearly defined procedure, documented record with administration times agreed with parents and prior written consent form from parents.
- Staff should ensure that any personal medication is kept in staffroom not in first aid boxes, classrooms or unlocked desk drawers.

## **5. Storage of medicines**

All medicines are kept in the school office which is locked when no-one is in attendance.

Pupils' inhalers are kept in a designated place within their classroom.

## **6. Records**

See the North Yorkshire County Council Guidance Notes for Medications in Schools. Records are kept in the school in the school office.

## **7. Staff Training**

All staff undertaking duties involving the administration of medicines will be given training by the school in the school's procedures.

## **8. Information for Employees**

We acknowledge that administration of medicines arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to administer medicines is provided for all new staff and temporary staff.

Governors and staff will monitor and evaluate this policy regularly.

(See review timetable)

Next review date: Autumn 2017