

Procedure and Policy for administering medicine at Ewelme School

1. In order to control the spread of infection we need to exclude sick children with infectious illness from school, during the time of infection. It is also our belief that sick children need to be at home in order to recover from sickness in a more comfortable environment.
2. If a child becomes ill while at school, staff will make every effort to make the child comfortable. Staff will contact parents in order to arrange for the child to be collected. In more extreme cases staff will contact emergency services first then notify parents. In cases where staff are unsure of appropriate action to take (and where parents cannot be contacted), the HT will consult with another First Aider for agreement on decisions.
3. If a child is prescribed Antibiotics for infection, then we request that the child does not attend school and convalesces for the appropriate time.

4. Parents must talk to the class teacher concerning administering medicine for an on going, non infectious illness. Staff will first ask if it is possible for the parent to attend school at the necessary times to administer the medicine themselves or for the medicine to be given outside school hours. Nevertheless, under a duty of care staff might agree to administer medicine during school hours but please be aware that it is the right of staff to refuse to administer for safety reasons. Every time medicine is administered, staff will enter onto a medicine form (blank copy at end of this document), the amount administered as well as the time and date given. The staff member will sign the form and have it countersigned by another member of staff, who will have checked the details.
Staff will always check in the child's file and parents written instructions to make sure when the next dose is due, how much to administer and whether or not the child may have any allergies.

5. All medicines will be kept in the locked cabinet in the staff room.
6. The school staff will not administer medicines to children who are unwell and need to recover at home.
- 7. It is imperative that parents/carers notify staff if they have administered medicine or if they suspect their child is unwell.**
8. Inhalers are to be kept by older pupils (KS2) themselves. Parents of younger children (KS1) may choose to leave inhalers in the office.
9. Health care plans are written for children with specific medical problems. Copies of these are kept in the office and summaries on display in the staff room. Any alterations to the medication or arrangements must be altered in the health care plan. E.g. Epipens and Ritalin.
10. If classes go out on trips and any child takes medication, the teacher needs to make alternative arrangements for administering the drugs. The class teacher must contact the parents to gain approval.

Signed: _____ Date: _____

Signed: _____ Date: _____

Review date: _____

Record of Administration of Medicine to a Pupil

Please be aware that it is not mandatory for staff to agree to administer medicine.

THIS BOX TO BE COMPLETED BY PARENT AND GIVEN TO STAFF MEMBER WHO HAS AGREED TO ADMINISTER

<p>Pupil: _____</p> <p>Medicine to be administered: _____</p> <p>Adult in charge (for this case): _____</p> <p>Date(s): _____</p> <p>Times to be administered: _____</p>
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THIS BOX TO BE COMPLETED BY STAFF ADMINISTERING MEDICINE AND WITNESS

<p>Record of administration (enter date, time, dose and sign staff and witness):</p> <p>1. Date: _____ Time: _____</p> <p>Dose: _____</p> <p style="text-align: center;">Signed: _____ Counter Signed: _____</p> <p>2. Date: _____ Time: _____</p> <p>Dose: _____</p> <p style="text-align: center;">Signed: _____ Counter Signed: _____</p> <p>3. Date: _____ Time: _____</p> <p>Dose: _____</p> <p style="text-align: center;">Signed: _____ Counter Signed: _____</p>
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<p>Notes:</p>
