



Court de Wyck Church of England Primary School

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FORMAL DOCUMENT

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2				

Administration of Medication Policy

Court-de-Wyck Administration of Medication Policy

As a School Court-de-Wyck aims to provide within this policy clear guidance and procedures to all staff, governors and parents. It forms the basis of a supportive environment in which all children with medical needs will receive suitable medical care enabling their continuing participation in a safe and enjoyable mainstream school.

- Each request for administration of medication to a child within our school will be considered individually.
- The Head teacher is responsible for deciding, in consultation with staff, parents, health professionals and the LA whether the school can assist a child with medical needs.
- No medication will be administered without prior consultation with, and written permission from the parent or guardian. These medications may be part of and recognised in a personalised Health Care Plan or may be in response to a condition or illness that is short lasting. (In addition a note from the family GP confirming the child or young person is fit to attend school and the necessity for them to take medication during school hours may be required).
- Medicines will only be administered by staff willing and suitably trained to do so and then only under the overall direction and responsibility of the Head teacher.
- Specific cultural and religious views on a child's medical care will be respected but must be made known to Court de Wyck in writing. Such views will be shared with the persons responsible for administering the medicines through the medication request form under 'special instructions' if the medicine is to be given for only a short period or outlined in the child's Personal Health Care Plan.
- Personal Health Care Plans will be drawn up in consultation with the school, parents and medical professionals. Children who are likely to need a personal health care plan are those who are in need of long term medical care or those with significant medical conditions.
- A minimum amount of medication required by the child will be held in school to accommodate their needs. Medicines brought into school should be clearly marked with:
 - the name of the medicine.
 - the child's name and date of birth.
 - dosage (including method of administration and times).
 - the "use by date" clearly marked
- Medication must be delivered to Court de Wyck by the parent or escort (not sent to school in the child's bag) and given to the class teacher or other member of permanent staff.
- All medicines received at Court de Wyck will be logged onto the school's drug file, and held securely within school. All essential staff will be able to access medicines in case of an emergency.
- Court de Wyck will establish an administration of medication chart, used in conjunction with the child's health care plan or written request from parent or guardian.

- The person administering medication will check medication type and details are correct then log the date and time when the medicines are drawn up, sign the chart upon the administration of the medicines and have a counter signature verifying the right amount of medicines was given.

Information for staff and others

Staff who may need to deal with an emergency will need to know about a child's medical needs. All supply teachers or employed staff, who have contact with a child with significant medical needs will be informed via Pen portraits/children with medical conditions list. These are kept in the back of the child's class register. There is also a list of children who need access to their asthma inhalers in the staff room. If staff need urgent help with a medical emergency then they can use the emergency star system.

Asthma

Information for staff about the condition of Asthma is available in The Access to Education Folder located in the PPA Room adjacent to the Bursars office.

- **KS1**

Children in KS1 must have access to their inhalers. These need to be stored in separate named containers in the classroom. The child must be able to gain access to their own inhaler as soon as they require it.

- **KS2**

Children in KS2 keep their own inhalers and self-administer as necessary.

Staff training

If a health care plan reveals the need for some of our school staff to have further training about a medical condition or specific training in administering a particular type of medication, we as a school and its governing body will arrange appropriate training after consultation with the staff involved.

School trips

On all Court-de-Wyck's trips, including class, group and whole school, the organiser as part of the risk assessment will ensure all the necessary needs of a child with medication or health care plan is met. A risk assessment form must be completed for every child who has specific medical needs.

Monitoring

The Headteacher is responsible for monitoring the overseeing of the day-to-day operation of the school's administration of medicine's policy

This policy will be reviewed as part of the Governors' rolling programme and must be reviewed at least on an annual basis.

Compiled by Fran Harding and Amanda Bangham revised from consultations February 26th 2008 (some information has been taken from North Somerset Access to education for children with anxiety health and medical needs file)