



# GRANGE SCHOOL

*A Culture of Continuous Improvement*

## Administration of Medicine Policy

Compiled by:	Approved by Governing Body (      )
Signature:	Signature:
Date:	Print name:
	Date:
Revision Number:	Next Review date:

# Administration of Medicine Policy

## Policy Statement

Regular school attendance is vital for every child and Grange School does all that it can to maintain high attendance figures. Nevertheless, from time to time children will become ill and may require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete.

There are, however, a few exceptions:

- When a child has almost fully recovered and simply needs to complete a course of medication (e.g. antibiotics) for a day or so.
- Where a child suffers from asthma (or any occasional ailment) and may need to use an inhaler.
- Where equipment such as an inhaler is necessary, we strongly encourage children to take personal responsibility for these items as soon as possible.

## Safety Checklist

- Is any specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?
- Has the parent completed the Medication Consent Form? Has a copy been filed?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for the parent or guardian clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Will medication be stored in a same place and at a suitable temperature?

## Record keeping

The following information must be completed by the parent:

- Name and date of birth of the child
- Name of parents/guardian, contact address and telephone number
- Name, address and telephone number of personal doctor
- Name of medicines
- Details of prescribed dosage
- Date and time of last dosage given
- Consent given by the parents/guardian for staff/school nurse to administer these medicines
- Expiry dates of the medicines
- Storage details

The Parent Consent Form, providing all the information above, will be copied and retained in a central file as a record for future reference.

All medicines should be stored in the original container, be properly labelled, and kept in a

secure place, out of reach of children. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separated from any foodstuff.

Medicine should only be kept while the child is in attendance.

Any unused or outdated medication will be returned to the parent for safe disposal.

Children with infectious diseases

Children with infectious diseases will not be allowed in school until deemed safe by their personal Doctor and/or the School Nurse. A written confirmation of this is required by the school.