

Policy Title	Administration of Medicines
Policy Lead (Appointment (& Initials))	Head of Pre-Prep (TJS)
Date of Last Review	September 2024
Date of Next Review	September 2025

Administration of Medicines

General Welfare Requirements: Safeguarding and promoting children's welfare.

The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and wellbeing	2.2 Parents as partners 2.4 Key person	3.2 supporting every child	

Policy Statement

While it is not our policy to admit children who maybe infectious, or sick children, who should be at home until well enough to return, we will agree to administer medication as a part of maintaining a child's health and wellbeing or when they are recovering from an illness.

In many cases the doctor will prescribe medication that can be given before and after school. Therefore, far as possible, medication need only be given where it would be detrimental to the child's health not to do so.

If the medication is *not* one that the child has not had before it is advised that they are kept at home for the first 48 hours to ensure that there are no adverse reactions before returning to school.

The key person or teacher is responsible for the administration of the medication on a voluntary basis. In their absence or preference, the Head of Pre-Prep, a school Matron or the Pre-Prep Secretary will undertake this responsibility. Rarely, under certain circumstances and at the discretion of the Head of Pre-Prep, we may request that parents come into the school to administer medication to their child.

Only those members of staff who have completed and passed the Awareness of Medicines Course via OPUS are allowed to administer medication.

Procedures

- Children taking prescribed medication must be well enough to attend school.
- Only prescribed medication will be given if it is in date, in its original container, clearly labelled, prescribed for the current condition, and containing original guidance leaflet.
- Parents give consent for standard medications such as Calpol as part of the registration process.
- Consent is given for additional medicines on a consent form providing the child's name and date of birth; the medication; its strength; the dosage required to be given whilst in school and when; how the medication should be stored; who prescribed it and possible side effects.
- The form is countersigned by the member of staff administering the medication who first ensures that all the details are correct.
- The form is verified and signed again by the parent at the end of the day when the medication is returned to them.
- Non-prescription medication may be given, but only with prior written consent of the parent and only when there is a health reason to do so.
- Medication containing Aspirin will not be given unless prescribed by a doctor.

Storage

- All medication, with the exception of inhalers and Epi pens are stored safely in lockable boxes and refrigerated if necessary.
- Inhalers, Epi pens etc may be required on or near the individual child who has need of them. In these cases they will be administered to the child as and when needed and under the conditions outlined above, by those with regular Epi pen training.
- Medications requiring refrigeration are kept in a lockable box which is stored in the drawer of the fridge.
- The temperature of the fridge is checked and recorded every day that the Pre-prep is in session.

- Stored medicines are regularly checked to ensure that they are in date.

Trips and Outings

- Should a child who is in receipt of medication be going on the outing at least one member of the accompanying staff should be fully informed about the child's needs and/or medication.
- Medication for the child will be taken in a secure container in a cool bag if necessary, along with the signed parental consent form with instructions for its administration. This form will be signed by the member of staff responsible when the medication is administered and by the parent on return to school.

Long term conditions requiring medication

- In the event of a child attending the school with a long term health condition that requires medication, a risk assessment may have to be made in partnership with parents and other agencies as required.
- For some medical conditions staff will need to have some training in a basic understanding of the condition and the administration of the medication as necessary. The training will be a part of the risk assessment.