

Grendon CE Primary School  
**Managing Medicines in School**

1. The Governors and staff of Grendon CE Primary School wish to ensure that pupils with medical needs receive proper care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking medication during the school day, where those members of staff have volunteered to do so.
2. Any parent/carer requesting the administration of medication should be signposted to the school's policy which is available on the school website.

**Prescribed medication**

3. Prescribed medication will only be accepted in school if it is accompanied by a completed and signed **Medical Consent & Administration Form: Prescribed Medication** (Appendix 1).
4. Only reasonable quantities of medication should be supplied to the school/setting by a responsible person (no more than one week's supply).
5. Each item of medication must be delivered in its original container and handed directly to the child's class teacher or key worker.
6. Each item of medication must be clearly labelled with the following information:
  - a. Pupil's name
  - b. Name of medication
  - c. Dosage
  - d. Frequency of dosage
  - e. Storage requirements (if important)
  - f. Expiry date (if available)
7. The school will not accept items of medication which are in unlabelled containers.
8. Unless otherwise indicated, all medication to be administered in school will be kept in a designated, clearly identified and locked cupboard.
9. Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.
10. It is the responsibility of parents/carers to specify the duration of the course of medication. For each week that a course of medication is active, a new **Medical Consent & Administration Form: Prescribed Medication** must be completed by the parent.
11. Staff who volunteer to assist in the administration of medication will receive appropriate guidance and will adhere to this policy at all times.

## Non-Prescribed Medication

12. The school keeps its own supply of Calpol and Piriton (or equivalents) in school. This is because they are the most commonly used, over the counter medications and we choose to administer these when appropriate and only with parental permission.
13. If a pupil requires non-prescription medication, parents must provide verbal consent before the medication is administered.
14. For the administration of non-prescribed medication, the **Medical Consent & Administration Form: Non-Prescribed Medication** (Appendix 2) should be completed. A note should also be written in the child's Home School book, detailing the medication, dose and time.

## Off site visits

15. The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. Separate, formally agreed arrangements are acceptable on educational visits that involve an overnight stay. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

## General points

16. In order to effectively safeguard children at the point of administering any medication, two adults must independently verify that the medication, its dosage and recipient are correct.
17. For prescription medication, 2 members of staff should check the information on the **Medical Consent & Administration Form: Prescribed Medication Form** against the child, the medicine and its dosage.
18. In the case of verbal consent being granted by a parent to administer non-prescription medication, the member of staff who gained parental consent should complete the **Medical Consent & Administration Form: Non-Prescribed Medication Form**, with the second adult checking this against the child, medicine and its dosage.
19. No medicine or consent forms should be left out on display.
20. Any errors relating to the improper administration of medication will be reported directly to the Head Teacher at the earliest opportunity.
21. A log will be kept of any incident involving the incorrect administration of medicine.

## Managing Serious Allergies

22. Guidance on managing serious allergies can be found in Appendix 3.





### **Managing serious allergies**

It is a parent's/carer's responsibility to inform the school of any allergies their child has.

Each child with a serious allergy will have an individual protocol of how that allergy will be managed and the steps to be taken in the event of an allergic reaction occurring. This will be drawn up between the school and parents/carers and, where appropriate, the school nurse.

All staff are trained in recognising the symptoms of anaphylaxis and in the administration of emergency medication (epipens).

This medication will be kept in the staff room and must be named. It is a parent's/carer's responsibility to ensure that medication is updated as necessary.

All staff in the school are made aware of any children with life threatening allergies.

Children will be helped and encouraged to manage their allergy but will not be placed in any direct danger of causing an allergic reaction or in a situation that may cause themselves or others undue concern.

### **Food Allergies**

Children are reminded not to share food at school, for example from lunchboxes. They are informed of why this may cause an adverse reaction to others.

In cooking/food handling within the curriculum, parents will be consulted beforehand regarding the safety of this.

### **Residentials / trips**

Any medication for children with allergies which is normally held in school will be taken on any out of school visits, with appropriately trained staff.