

# **Pupil Medication Policy (Whole School Including EYFS)**

**Independent Day School for Boys and Girls**

**Our Lady of Sion School**

Last Reviewed: 23 March 2019  
Frequency of Review: 3 Years  
Next Review: March 2022

## PUPIL MEDICATION POLICY

This policy applies to EYFS, Junior and Senior School.

School staff will not administer any medication to a pupil without obtaining prior written permission from his or her parents. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.

### Prescribed Medication:

Prescribed medication can be administered (or self-administered in the Senior School where appropriate) to a child provided:

- It has been prescribed by a doctor, dentist, nurse or pharmacist.
- It carries the date and the child's name on the pharmacist's label.
- **Junior School (including EYFS):** The parent/carer gives permission on the medication form for each medication to be given. A written record will be retained by the School and the parent/carer will sign the medication form at the end of the day when collecting their child.
- **Senior School:** A written letter from parent/carer must accompany the medication, and must be handed to the School office by the child/parent/carer. A written record is kept by the Senior School of when the medication is administered.
- All medicines **MUST** be collected by the child/parent/carer at the end of the School day.

### Non-Prescription Medication

As a general rule, staff will not administer any medication that has not been prescribed for that particular pupil by a doctor, dentist, nurse or pharmacist .

However, staff may administer non-prescription medication, such as pain and fever relief, if parents have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so. Parents will be asked to confirm that the pupil has not suffered an adverse reaction to the medication in the past.

No pupil shall be given medicine containing aspirin unless prescribed for that particular pupil by a doctor.

### Administration of medication

The School will ensure that there are adequate members of staff who are appropriately trained to manage medicine as part of their duties.

The only people within the School who should be administering medication are the first aiders. Unless parents have given consent, in the case of Senior School pupils, for the medication to be self-administered under supervision.

All medicines supplied to the School by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration.

Staff administering medication will check the pupil's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time/frequency of administration, any side effects and the written instructions on the container before providing

the medicine to the pupils. Any medication brought into the School, will be stored in a locked, portable container, unless refrigeration is required, and then this will be kept in a relevant fridge. Written records are kept for safety reasons.

If pupils need to carry their own medication (e.g. inhalers for asthma) then the School should be informed in writing. (See School rules and first aid policy).

In the case of Senior School pupils they may be given other forms of medication (e.g. analgesics) but only when parental permission has been obtained (see School rules and first aid policy).

#### Self-medication

A pupil will be permitted to store and carry their own medication if in the opinion of the appropriately trained member of School staff they are sufficiently competent to do so.

The School will issue a medical note to the pupil as evidence of this decision. Requests for a pupil to carry medication should be submitted in writing to the School office.

#### Children with medical conditions or on-going/long-term medical needs

Children with medical needs will have their medical needs dealt with sensitively and confidentially. Where regular medication or treatment is required, written permission will be obtained from parents and signatures obtained daily. Staff will work closely with parents and possibly medical professionals to ensure that they have sufficient information to act effectively in relation to diagnosed medical conditions and long-term needs. Staff will ask you about any changes to prescriptions and changes to support needs. Where specific, technical or medical knowledge and skill is required, this will be provided by a qualified health professional. Training will be specific to your child and his/her needs.

#### Emergency procedures

In the event of an emergency related to the administration of medicine, a first aider should be called as soon as possible, if not already present. If the first aider does not consider that he or she is able to deal with the presenting condition, then they should continue any first aid or medical procedures being provided whilst another person summons emergency medical care.

This does not however affect the ability of any person to contact the emergency services in the event of a medical emergency. Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this policy and make clear arrangements for liaison with the ambulance services on the School site.

#### Off-site visits and sporting events

If a pupil attending an off-site visit or sporting event cannot self-medicate, they will be accompanied by a member of staff who will administer the medication in accordance with this policy.

All pupils requiring preventative medicine (particularly for sport), if sufficiently competent to self-medicate, are responsible for carrying their medication with them. If not sufficiently competent, a member of staff shall carry the medication, individually labelled.

Secure storage for medicines will be available at all short-term accommodation used by the School.

Record keeping

Written records of medication administered by School staff are retained and relevant records can be provided, subject always to the law on data protection, to parents on request. All records will note the date and time of entry.

Authorised by:

Chairman of Governors

Date: 23 March 2019

**Appendix 1**

**CONFIDENTIAL –Senior School**  
**Request for School to Administer Medication**

To be completed by a parent/guardian for the administration of ANY MEDICATION and returned to the School Office. If you have any questions please contact a member of the Admin Team on 01903 204063

**Pupil Details**

First Name:		Surname	
Address:			
M/F		Date of Birth	
		Form:	

**Condition or Illness requiring Treatment**

Please give details:	

**Medication**

Name/Type of Medication (as described on the container):	
For how long will your child take this medication:	
Date dispensed:	

**Full Directions for Use**

Dosage:	
Timing:	

**Contact Details**

Name:		Daytime Tel No:	
Signed:		Name in full:	
Relationship to pupil:		Date:	



Appendix 2

CONFIDENTIAL -Medicine Record Form for EYFS and Junior School

Name of Child \_\_\_\_\_ Date of Birth \_\_\_\_\_

Child's Condition \_\_\_\_\_

Medicine Name \_\_\_\_\_ Dosage \_\_\_\_\_

**Parental Permission For Medicine:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Time Last Administered		Next Time to Be Administered	
Actual Time Administered	First Aider	Self-Administered under supervision	First Aider Signature

Parent Signature On Collection Of Child; \_\_\_\_\_ Time;

**Parental Permission For Medicine:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Time Last Administered		Next Time to Be Administered	
Actual Time Administered	First Aider	Self-Administered under supervision	First Aider Signature

Parent Signature On Collection Of Child; \_\_\_\_\_ Time;

**Parental Permission For Medicine:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Time Last Administered		Next Time to Be Administered	
Actual Time Administered	First Aider	Self Administered under supervision	First Aider Signature

Parent Signature On Collection Of Child; \_\_\_\_\_ Time;