



## HEATH HOUSE PREPARATORY SCHOOL

### Medication Policy

This policy applies to the following year groups at Heath House: EYFS, Pre-Prep Year 1, Pre-Prep Year 2, Prep Year 3, Prep Year 4, Prep Year 5 and Prep Year 6.

When dealing with medication of any kind in school, strict guidelines should be followed.

**The school DOES NOT administer any medication unless prior written consent is given for each and every medicine by completing the medication consent form (available in the foyer of every building).** Please see Medication Consent Form in Appendix 1.

#### Prescription medication

- Prescription medicine can only be given to the person named on the bottle for the dosage stated;
- Medicines should be in their original containers;
- Staff must insist that the medication is in the original container;
- Staff must also insist that the original dosage instructions are clear and on the container;
- Staff must check that the medication is in date;
- Those with parental responsibility of any child requiring prescription medication should complete the medication consent form, explain, and show the medication to the member of staff receiving the medication;
- The details of the administration must be noted on the medication consent form and the appropriate measuring spoon or dispenser must be included with the medication;
- Those with parental responsibility should give prior written permission for the administration of each and every medication, however we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
  1. The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed.
  2. The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed.
  3. Parents should notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- The school will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter;
- The parent should be asked when the child had last been given the medication before coming to school; this information should be recorded on the medication form. Similarly when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times;

- At the time of administering the medicine a member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication);
- If the child refuses to take the appropriate medication then a note should be made on the form;
- Where medication is “essential” or may have side effects, discussion with the parent should take place to establish the appropriate response;
- Wherever possible ask parents to request that GPs prescribe the least number of doses per day, i.e. three x daily, rather than four x daily.

### **Non-prescription medication**

- The school will administer non-prescription medication for a period of three days, dependant on the medication or the condition of the child. After this time medical attention should be sought;
- If the school feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to insist the child is seen by a medical practitioner;
- If a child needs liquid paracetamol or similar medication during their time at school, such medication should be treated as prescription medication with the onus being on the parent to provide the medicine;
- Follow the previous medication procedure;
- For any non-prescription cream for skin conditions e.g. Sudocreme, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child’s name;
- If any child is brought to school in a condition in which he/she may require medication sometime during the day, the Head Teacher will decide if the child is fit to be left at school. If the child is fit to stay at school, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form;
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at school, together with the times and dosage given;
- The school DOES NOT administer any medication unless prior written consent is given for each and every medicine.

### **Pessaries and suppositories**

As the administration of pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff if a parent requests it. However, if a child is admitted to the school with particular medical needs, the school will provide the applicable training for staff to ensure the child’s needs are met.

### **Injections**

All staff are trained to use an epi-pen as a child is not able to do it themselves. If a diabetic child were to be admitted to the school, the school will provide the relevant training for staff to ensure the child’s needs are met.

## Storage

All medications should be in their original containers or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

All medication for children must have the child's name clearly written on the original container and must be stored out of sight and reach of children in the locked medication cabinet (one in each building).

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under supervision at all times. All children with Epi-Pens have an 'Allergy Action Plan' in place. Please see the First Aid Policy for further information.

Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.

## Staff medication/other substances

All staff must be fit to work. All staff must sign a medical declaration before starting work at the school (these are stored in personnel files).

Staff must not be under the influence of alcohol or any other substance that may affect their ability to care for children. Staff must seek medical advice if they are taking medication which may affect their ability to care for children, and those staff may only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Any staff medication must be securely stored at all times. Staff medication must be clearly labelled and stored in the medication cabinet (one in each building).

First aid bags should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing, bandages, and eye pads. No other medical items, such as paracetamol, ibuprofen or aspirin or any staff medication, should be kept in the first aid bags.

Internal use only

<b>Last reviewed</b>	11 February 2021
<b>Date for review</b>	11 February 2022



**HEATH HOUSE PREPARATORY SCHOOL  
MEDICATION CONSENT FORM**

Name of child	Age & D.O.B & Class
Reason for medication	Name of medicine
Strength	Form of medicine (syrup, drops, inhaler etc.)
Prescribed by	Dosage
Frequency	Date the medicine was supplied by parent
Storage procedures	Expiry date
Possible side effects	Staff receiving the child's medication
Special note	

**Notes**

- Medicines must be in original container as dispensed by the pharmacy.
- Staff are not allowed to make any changes to the prescribed dosage on parental instruction.
- If a child has not had this medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

I hereby give my consent for \_\_\_\_\_ or a qualified member of staff to administer the above medication to my child, in the amount and at the times stated above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please print name and relationship to child \_\_\_\_\_



**HEATH HOUSE PREPARATORY SCHOOL**

**REPEAT MEDICATION CONSENT FORM**

Note

If there are any changes to the details listed on the Medication Consent Form a new form must be completed.

Date	Time	Medicine	Dosage	Signature