

Haversham Village School

Procedures for the Administration of Medicines

- Parents should be encouraged to request, where possible, that medication be prescribed in dose frequencies which enable it to be taken outside school hours.
- In general, only medication prescribed by a doctor will be given to a child. However, exceptions will be made for medicines such as anti-histamines where the parent has purchased over-the-counter medication on the advice of a doctor.
- We have agreed that pain relief medication which has not been prescribed or advised by a doctor, such as calpol, can be administered by the school as long as parents sign giving permission. The reason for this is that we are a small school and staff are prepared to do this. However, this will be subject to regular review.
- An “Administration of Medicines” form must be completed by the parent for each medicine to be given to the child. Appendix 1 details copies of the current forms. If the medicine is being given on the advice of a doctor, the person completing the form should be asked to indicate this on the form.
- All medicines must be clearly labelled with the child’s name. It is the parent’s responsibility to ensure that any medicines kept in school are within the expiry date. Tablets should be in their original packaging. The school will not give loose, non packaged, non-identifiable tablets to a child.
- Appendix 2 details the named person responsible for the medicines within the school, together with nominated deputies. However, medicines may be administered by any member of staff.
- On administering the medicine, the details will be entered onto the record sheet. Appendix 3 details the current record sheet.
- All medicines will be kept in the First Aid cupboard in the Recovery Room, unless they require to be kept cold, in which case they will be stored in the fridge in the Old Office.
- On educational visits, medicines will be held and administered either by a member of staff, or a parent helper if preferred.
- Care plans for children who may be susceptible to violent or anaphylactic reactions or other specific medical needs are to be displayed in the child’s year group area, on the cupboards in the medical room and in the old kitchen/secretaries room, if relevant. Any Epipens and similar medication will be stored in a plastic box marked with the child’s name and photograph.

Ratified by: _____Terry Sythes

Date: September 2014

Chair of Governors’ Curriculum Committee

APPENDIX 1



HAVERSHAM VILLAGE SCHOOL



Administration of

Prescribed medication to be given every day until further notice

Child's name _____ Date of Birth _____

Class _____

Name of Medicine _____

Expiry date _____

Dosage _____

When to be given _____

Special storage conditions _____

Any other instructions _____

**All medications must be labelled with the child's name and class
Any changes to dosages or other matters must be notified in writing.**

In consideration for the headteacher or school staff agreeing to give the above medicine to the above named child during school hours, I agree to indemnify the headteacher, school staff, governors and Milton Keynes County Council against all claims of any nature whatsoever arising from the administration of the medication unless such claims result out of the negligence of the Headteacher, school staff, governors and Milton Keynes County Council.

Signed _____ Date _____

Name _____



HAVERSHAM VILLAGE SCHOOL

Administration of prescribed medicines



medication to be given every day for less than two weeks

Child's name _____ Date of Birth _____

Class _____

Name of Medicine _____

Expiry date _____

Dosage _____

When to be given _____

Special storage conditions _____

Any other instructions _____

Medicines must be collected by an adult.

All medications must be labelled with the child's name and class

Any changes to dosages or other matters must be notified in writing.

In consideration for the headteacher or school staff agreeing to give the above medicine to the above named child during school hours, I agree to indemnify the headteacher, school staff, governors and Milton Keynes County Council against all claims of any nature whatsoever arising from the administration of the medication unless such claims result out of the negligence of the Headteacher, school staff, governors and Milton Keynes County Council.

Signed _____ Date _____

Name _____



HAVERSHAM VILLAGE SCHOOL

Administration of Medicines



Medication to be given on request by the parent

Child's name _____ Date of Birth _____

Class _____

Name of Medicine _____

Expiry date _____

Dosage _____ Max dosage per day _____

When to be given _____

(please give details, not just "As requested/necessary etc")

Special storage conditions _____

Any other instructions _____

**All medications must be labelled with the child's name and class
Any changes to dosages or other matters must be notified in writing.**

In consideration for the headteacher or school staff agreeing to give the above medicine to the above named child during school hours, I agree to indemnify the headteacher, school staff, governors and Milton Keynes County Council against all claims of any nature whatsoever arising from the administration of the medication unless such claims result out of the negligence of the headteacher, school staff, governors and Milton Keynes County Council.

Signed _____ Date _____

Name _____

APPENDIX 2

The named person responsible for medicines is

Marilyn Swannell

The nominated deputies are

Julie Martin
Karen McQueen
Rachel Gregory
Elizabeth Flanagan
(maternity leave)
Frances Ying
June Burdett
Delphine Perschky

Marilyn Swannell and Hollie McEvoy (teacher) have both attended a two day Paediatric First Aid Training Course – in 2014, and are qualified to deal with any emergencies.

