

Turton & Edgworth



C.E.M.P.S.

Administering Medicines Policy

Compiled by:	Headteacher and Office Co-Ordinator
Presented to staff:	03.09.14
Presented to Governors:	01.10.14
Presented to Parents/Carers:	01.10.14
To be reviewed:	Every 3 years or sooner if required
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Bolton Road, Edgworth, BL7 0AH | Tel: 01204 852 932 | HEADTEACHER Mr Craig Wheatley
Email: office@turtonedgworth.blackburn.sch.uk | Website: www.turtonandedgworthprimary.co.uk



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We celebrate *all* successes in our happy, inclusive and aspirational school.

"I came that they may have life and life in all its fullness" (John 10:10)

'Do all you can' (John Wesley)

The Governing Body and staff of our school wish to ensure that pupils with medical needs receive appropriate care and support. 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.**

In accordance with school procedures all medicine will be securely stored in the school office. If medicines need to be kept cool, they will be placed inside a lockable fridge in the school office. Medical advice also suggests that 'three times per day' applications can be given before school, after school and before going to bed, so would not need to be given whilst at school. Parents, however may come into school to administer medicine to their child.

Medicine, including inhalers must NOT be kept in trays, pockets, bags, etc.

Antibiotics - Only antibiotics which have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber can be administered by school staff. **A consent form must be completed by the parent or guardian before any medicine can be given.**

The full bottle of medicine or packet of tablets, complete with chemist's label and dosage requirements should be left with the office staff. The office staff will check that the medicine bottle/tablet package has a label stating the child's name, name of medicine, dosage and date of issue. **The school will not accept items of medication in unlabeled containers.** Should a member of staff administer medicine, then the following procedure must be followed: The bottle of medicine should be taken to the child and the child asked to identify themselves before medicine is administered. If medicine has been administered, the office staff will confirm this by sending a text to the parent advising the time of dosage. The school will not make changes to dosages on parental instructions. The consent form must be completed by the school office staff. At the end of the school day, the medicine must be collected by an adult.

Non-Prescription Pain Relief Medicines - with signed parental consent, non-prescription pain relief medicine can only be administered by school staff in the event it is brought into school for a pre-specified condition. The consent must be dated for that day only and clearly state the reason and dosage. A new consent must be agreed each day in the event of prolonged need. School cannot keep non-prescribed medicine on site for 'ad-hoc' illness such as sore throat or headache where this has not been predetermined by a parent or carer for that specific date.

Asthma - All asthma inhalers are kept in the school office, on the back of the office door. These are all stored separately, in clearly labelled pockets with each child's name, with each inhaler also named. All children who use an inhaler are shown where their inhaler is kept and advised that they have access to it at all times whilst in school. A record is kept of inhaler usage.

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Skin creams - either prescription or non-prescription creams (such as moisturisers for eczema) can be held in school but must have clear written instruction and consent. Cream must be applied directly by the child to the correct area, under the supervision of a member of staff. Cream will not be applied to a child by any member of staff.

Hay fever and Allergies - over the counter anti-histamine medicine can be held in school for your child and can be administered if necessary, although we do encourage parents/carers to administer this type of medicine before the start of the school day. Parents/carers must sign a consent form in advance with full, clear, written instructions. School will contact parents/carers by telephone before administering anti-histamines.

Eye drops prescription or non-prescription eye drops can be administered by school staff if the child is not able to administer the medication themselves. Signed parental consent is required.

Trips and outings

Children with medical needs are given the same opportunities as other children at our school. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits.

- Risk assessments may be carried out before a trip.
- One member of staff will be nominated to have responsibility for the administration of medication.
- Medication will be taken on trips and outings.

Refusal of Medication - in the event that a child refuses medication, staff will record this and parents will be notified as soon as possible.

Please contact the school should you have any questions about medicine.

It is the responsibility of the parent or guardian to ensure that any medicine held in school, including inhalers and creams are 'in date'.

Care plans may be drawn up for other medical conditions and these should be discussed with the school office, and in consultation with the school health team.

This policy will be reviewed every three years or earlier if required.

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