

**Federation of Fountains Earth and St Cuthbert's C of E Primary Schools**

**Medication Policy/Procedure**

Approved by FGB Autumn 2017

Next Review Autumn 2020

**Signed by Chair of Governors.....date.....**

- This document is a statement of the principles and strategies for administering medicines and first aid.
- It was reviewed in Autumn 2017 through a process of consultation with the Headteacher, Business Manager, Staff and Governors.
- This policy will be further reviewed in the Autumn 2020.

**Prescribed medication** from the doctor must be accompanied with a letter of authorisation from a parent/guardian giving detailed instructions with regard to quantity and frequency of the administration. All prescribed medicines must be in the original packaging with the pharmacy label stating the child's name, and dose to be given. In the absence of such information medications will not be administered. All medication will either be kept in the school office in a locked cabinet or in the staff room refrigerator if required, and will be administered by the appropriate member of staff.

Medicines given during school time will be recorded in a register/book that is kept on top of the office medicine cupboard.

**Non-prescribed medication** such as aspirin etc is not recommended and following advice from the Education Authority WILL NOT be administered in school. Cough sweets/throat tablets must be supported by a written parental letter for the rules on sweets in school to be waived.

**Inhalers** for asthmatic children are kept in classrooms; to ensure easy access they are not locked away, but are kept in clearly labelled boxes. Inhalers that may be needed urgently can be kept in the child's pocket at the parents' request.

**Epi pens** (if there are children in school who need an epi-pen) are kept in the first aid cupboard in the school office and in the classroom; to ensure easy access they are not locked away, but are kept in clearly labelled boxes. If there are children in school who use Epi pens, they would have a care plan that contains emergency information, which is kept in their box, and staff would do the required training.

**Insulin** (if there are children in school who are diabetic) would be kept in the first aid cupboard in the school office, along with medical information, blood testing equipment and snacks for the child. Several members of staff would be trained to administer insulin. A sharps container would be kept in the first aid cupboard which will be taken to the Health Centre for disposal. All appropriate forms and care plans would be put in place and signed by the parent.

A list of pupils with on-going first aid and medical needs is located in the school office and inside each class register to enable relief/supply staff to take immediate action if

needed. **First Aid** - The Business Manager and two Teaching Assistants have undertaken the required first aid at works courses, which is updated every 3 years. Other Teaching Assistants have undertaken paediatric first aid courses.

All significant head bumps/injuries are recorded in the Accident Record Log, which is kept in the office, a head injury letter is also sent home to parents/guardians; in severe cases parents/guardians will be contacted by telephone. Other bumps and significant injuries are recorded in the Accident Record Log.

Information that parents/guardians give in the Annual Medical / Visit Consent Form is used when a pupil may need first aid treatment; parents/guardians must inform school in writing of changes to their child's health.

No lotions and creams are used for first aid treatment. Sun Cream may be used. Elastoplasts and steropore type dressings will be used unless it states otherwise on a child's medical consent.

It is the parent's responsibility to ensure any medication is in date and replaced.