

**INWOODS SMALL SCHOOL (including EYFS)  
ADMINISTRATION OF MEDICINE**

Last Review Date	August 2018
Policy endorsed by	The Trustees & Head Teacher
Policy is maintained by	Head Teacher
ISI reference	A7, E5
Next review date	August 2019
Review body	Head Teacher

**Aim**

The good health and safety of children is a shared responsibility between parents and staff. Parents and staff must keep each other informed if the child becomes unwell, either at home or at school. If a child becomes ill at school, a parent is to be called and told to collect the child. While the child is waiting to be collected they will be looked after by a member of staff who will ensure they are comfortable. High standards of cleanliness and hygiene are expected at all times to help prevent illness and the spread of infection.

**Procedure for the Administration of Medicine**

- Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. The Welfare Requirements of the EYFS states that medicines should not usually be administered unless they have been prescribed by a doctor, dentist, nurse or pharmacist. Pain and fever relief may be given if necessary, but only with prior written consent from the parent.
- Any parent arriving at Inwoods with medication is to be asked to go to their child's key teacher who will provide them with the permission form for administering medicine.
- If any medication is to be given during the school day, parents must give staff their written, signed permission and instructions. Forms for this purpose are kept in the staff office and must be signed by a paediatric first-aid-trained staff member once medication has been given.
- At the end of the school day, medications are to be returned to the parent along with the signed permission slip stating the time the medication was administered.

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- Before agreeing to admit a child with a serious chronic condition (e.g. anaphylaxis), the school's insurers must be consulted. Once the child is enrolled, his or her parents must regularly explain and update to all staff all medical and emergency procedures.

### **Safe Storage**

- Medications must be stored in accordance with the product instructions and in the original container in which they were dispensed. They must include the prescriber's instructions for administration. Medication is stored either in the medicine cabinet in the Big Barn classroom, or if necessary, in the fridge in a clearly labelled container with specific instructions.
- Children who use asthma inhalers, EpiPens and diabetic pens will have these kept in the medicine cabinet in the Big Barn clearly labelled. They will not be locked away, and made available when required.

### **Staff**

- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication which may affect their ability to care for children, those staff should seek medical advice and only work directly with children if the medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.
- Staff medication on the premises must be securely stored in the locked medicine cabinet.
- Training will be provided for staff where the administration of medicine requires medical or technical knowledge.