

# Epsom Primary and Nursery School

## Medicines Policy

Date of Issue: Autumn term 2 2021

Owner:

Date of Review: Autumn term 2 2022

Governor Committee: Resources

Signed..... Date.....

At Epsom Primary and Nursery School, we provide quality care and attention to the needs of individual children who attend our setting. This policy is in line with current regulations and guidance on the administration of medicines. At Epsom Primary and Nursery School, we respect the child's right for confidentiality and after discussion with parents information will be shared with relevant staff members who need to be informed.

At Epsom Primary and Nursery School we are **unable** to give any medication to children that has not been **prescribed** by a doctor.

- Children who are taking prescribed medication may attend Epsom Primary and Nursery School provided they are not suffering from an infectious illness, are not displaying any signs or symptoms of illness and they are well enough to fully participate in activities; this is at a member of the Senior Leadership Team's discretion.
- If prescribed medication must be given to the child whilst at the school please note that the prescription medicine must be in the original labelled container, it must have the child's full name, date of birth and the details for administering to the child the times and amounts. ***Antibiotics will only be given if to be administered 4 times a day. 3 times a day medication can be given at home i.e. 1<sup>st</sup> in the morning, 2<sup>nd</sup> afterschool and 3<sup>rd</sup> before bedtime.***
- All prescribed medication provided by the parent will be given to a member of the office staff when they drop their child to school.
- Prescribed medication will be stored out of children's reach and as per recommendations on the container/ in the locked cabinet/ stored in a fridge. There is a lockable first aid cabinet in the kitchen area of the school office.

- For all prescribed medication, we will require parents/carers to complete the details of administration, dosage and times on a yellow medicine form. (Appendix 1)
- Staff who administer prescribed medication are first aid trained, they will record all medicines administered, the times given and if the child took the dose required and any other relevant information.
- These medicines should preferably be taken home each day unless the parent has stated they can be kept on site overnight.
- If the administration of medication requires technical/medical knowledge such as epipens, insulin injections, suppositories etc, then individual training must be provided for staff from a qualified health professional. There are staff on the school site who are trained in insulin and epipen procedures.
- If a child is on long term medication we require you to complete a **medication form and attach a medical care plan from your GP or Hospital** for your child. If we have to administer prescribed medication, we will record this on the form, the time, the date and the reason for administration.
- Staff and parents should check the dates regularly of long term prescribed medication that is left in school, such as epipens; asthma medication; eczema creams, suppositories.

## Appendix 1

### EPSOM PRIMARY and NURSERY SCHOOL CHILD MEDICATION REQUEST FORM

PARENTS SHOULD NOTE THAT THE NEED FOR MEDICATION TO BE ADMINISTERED  
DURING THE SCHOOL DAY SHOULD BE AVOIDED

Child's Name:..... Class:.....

Condition or Illness:.....

**Please ensure all medicines are labelled with your child's name**

Name of medicine	Dose	Time(s) to be administered	Completion date of course if known	Expiry date of medicine

Please tick appropriate box

☐ My child will be responsible for the supervised self-administration of medicines as directed above.

☐ I agree to a member of staff administering medicines/providing treatment to my child as directed above.

### PLEASE NOTE

- All medication should be collected by the parent at the end of the administration period. Any medication NOT collected will be disposed of when the expiry date is reached, or at the end of term/half-term, whichever is the soonest.
- Parents are responsible for ensuring that medicines e.g. **INHALERS and EPIPENS** do not exceed their expiry date.
- All medication will be returned at the end of the school academic year. New medication forms should be completed and returned to the office, with the medication, at the start of the new academic year if required.

Signature:.....( Parent/Carer)

Date:.....Print Name .....

### School/Setting Representative Agreement

Signature:.....

Date:..... Print name .....

In Surrey County Council's Guidance for Schools on Pupil's Health and the Administration of Medicines, it states:

“Primary age children should not carry medicines to and from school. The only exceptions to this may be inhalers (by agreement with the parent) or travel sickness medication (for use on educational visits).”

FOR OFFICE USE ONLY

[illegible]

