

Greenwich House Independent School

Policy for the Administration of Medicines

N.B This procedure must be carried out by a senior member of staff and any medicines must be prescribed by a doctor (unless for teething).

- When a parent/carer asks for medicine to be given to their child, first ask why the child is on medication. This will help in determining whether the child should be at Creche/ Kindergarten or School at all whilst they are ill.
 - Staff will ensure that a new/current medication form is completed by parent/carer for each day that the medication is expected to be administered.
 - Write down the details on a medication form of what the medicine is for, the recommended dosage and the frequency that it has to be given.
 - All columns of information required on the medication form must be completed before the treatment by the staff can begin.
 - When these details have been recorded on the medication form ask the parent/carer to check their accuracy and then to sign the authorisation.
 - Write a memo on the day board next to the child's name. eg. Susan M - 12 noon + 4.00pm
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- If medicine is to be kept at a low temperature, put it in the STAFF ROOM FRIDGE.
 - All other medicines should immediately be put out of reach of the children in the locked cupboard in the medical room.
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- When administering the medication, use a medicine measure or provided spoon or syringe (the latter for small babies).
 - Two members of staff must check the details (child/time/dose) and concur.
 - **Care and attention must be taken at all times.**
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- When the medicine has been given both members of staff must sign the Medicine form. The medication should immediately be returned to its storage station until the child is ready to leave **when it must be handed to the parent/carer.**
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- The medical spoon/syringe must be washed/sterilised if the child is not yet going home.
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- Check that it is the child's own name on the bottle - not only on the box. Read the labels giving dosage and frequency and instructions for administration.
- N.B Bottles saying "as directed" are NOT sufficient and more detailed and precise directions are required before treatment can be given by staff of Greenwich House.**

- If the medication has not been prescribed by a doctor follow the instructions on the label for the age of the child - after first asking the parent/carer if the child is sensitive/allergic to this medicine.
- Aspirin or medication containing Aspirin will **not** be administered to any children unless it is prescribed by a doctor for a specific medical condition.
- **No medication will be given to the child unless provided by the parent/carer following the above guidance.**

- Check the expiry date and the date that it was prescribed if provided by a doctor.

- **Never give medicine prescribed to anyone other than the child in question.**

Administration of Specialist Medication.

We recognise that there may be times when children require specialist medication to be administered for long term medical needs during their time at Greenwich House School, Kindergarten or Creche. In order that this is regulated as well as following the Standard Medications Policy we shall ensure that:

Specific permission, instruction and training will be obtained before an agreement is reached with a parent/carer to administer specialist medications (eg nebuliser), and life saving/emergency medications (such as adrenaline injections) and a health plan is established. This will include:

- Where required, a letter from the child's GP/Consultant stating that the child is fit enough to attend Greenwich House School, Kindergarten or Creche and sufficient information about the child's condition.
- We discuss with parents/carers the medication that their child needs to take and the level of support required, instructions on how and when the medication is to be administered and what training is required.
- Training on the administration of the prescription medication that requires technical/medical knowledge will be arranged for staff from a qualified health professional to ensure medication is administered safely.
- Written proof of training (if required in the administration of the medication) by the child's General Practitioner, District Nurse, Community Paediatric Nurse or specialist.
- A health plan will be developed in partnership with parents and any health professional and the needs and support required will be regularly reviewed.

Should there ever be any uncertainty about giving medicine during the school day contact the parents in order to answer queries BEFORE administering the medicine.

* Ensure that all relevant information is passed on to relevant members of staff eg. staff changes which may occur during the day.

Signed on behalf of the setting by:

..... Head Teacher

Date: revised August 2017