

## **ADMINISTRATION OF MEDICINES**

**Policy Owner – Bursar**

**Written By - Matron**

**This is a whole School policy and applies to all members of Cophorne Preparatory School including EYFS.**

Please read in conjunction with First Aid – Accident, Incident & Sickness Policy.

### **1 Aims**

To ensure the effective and safe administration of all medicines, prescribed or non-prescribed to all members of the Cophorne Prep School Community.

To ensure all medicine is stored safely and correctly.

To ensure the school complies with all current legislation – ‘Supporting pupils at school with medical conditions – December 2015’

Further advice is also available at;

‘Statutory framework for the early years foundation stage’

The points below should be read in conjunction with the Equality Act 2010.

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. A written record must be kept each time a medicine is administered to a child, and parents/carers must be informed.

### **2 Non-Prescription Medication**

Any medicine should be brought into school in original packaging together with written instructions on dose to be given and reason for medication for all children. Medicine will be kept in Matron’s Room and administered by Matron/First Aider. Pre-Prep and Nursery children will have medicine kept in the Pre-Prep Office or refrigerator where appropriate and administered by the first aider in the Pre-Prep.

Parents must provide written permission before any medication can be administered.

### **3 Prescription Medication - Short Term**

Any medication required to finish a course, for example of antibiotics, or lotion to be applied should be taken to Matron (or Class Teacher in Pre-Prep & Nursery) with full written instructions on times and dose to be given.

Parents must provide written permission before any medication can be administered.

## **4 Prescription Medication – Long Term**

Details of pupil's condition and dose should be clearly understood and should be given in writing to Headmaster and Matron. IHCP are put into place for medical conditions where pupils require long term medication and support. There should be frequent and regular contact between parents, Headmaster and Matron. The school must be notified in writing of any changes in dose to be given.

## **5 Medication for the Treatment of Allergies e.g. Induced Anaphylaxis.**

The School works with parents to establish specific known triggers.

All reasonable care is taken to cater for each child's individual needs with school meals, with cookery in school, with science projects that may involve food, with school trips and with school parties.

The location of relevant treatments such as EPI-PENS, are clearly marked and known by all staff.

Training is given to all staff in the administration of such treatment in an emergency.

The school requires parents to sign a disclaimer.

Any side effects or changes noticed in a child are discussed between the Headmaster, Matron and Parents.

## **6 Recording**

All medicines administered in school are recorded. For non-prescription medicine, parents are informed in writing why medication was given, what was given, and dosage and time given.

## **7 Reporting**

Ofsted must be notified of any illness or injury in connection with medicines of any child in the EYFS whilst in our care and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

REVIEWED: Policy Owner/ Spring 2018/ Spring 2019  
NEXT REVIEW: Spring 2020