



BATTLEDOWN CENTRE FOR CHILDREN AND FAMILIES

A Specialist Early Years Centre

MEDICATION POLICY

including supporting pupils at school with medical conditions

This policy covers all aspects of school's work including Special School, Extended Services and Child Development Centre

This policy should be read in conjunction with the Safeguarding Policy

September 2014

All children attending Battledown Centre for Children & Families must have a Fact Sheet completed on their behalf by the parent/carer. This gives information about emergency contact numbers, details of doctors, consultants, allergies and medication. The Fact Sheet is kept in the pupil's file held in the School Office filing cabinet.

Medication should only be needed in school in cases of children requiring long-term medication prescribed by a paediatrician or GP.

Where children are recovering from short-term illness and undergoing a course of treatment needing antibiotics, this can be dealt with in school if absolutely necessary. Parents are required, however, to follow the same procedures as applying to children needing long-term medication (see below).

- A medical consent form to be completed by all parents or carers requesting staff to administer medication to their children and signed by the Headteacher, Deputy Headteacher or during Daycare provision the Extended Services Co-ordinator First Aider PRIOR TO THE ADMINISTERING OF ANY MEDICATION.
- Written details will be required on the original container prescribed by the pharmacist, detailing the child's name, dose and timing of the medicine and in case of difficulty, where the parent can be contacted.
- The medication will be kept in a locked First Aid cabinet which is located in secure classroom offices. Where necessary the medication will be stored in the refrigerator in the kitchenette which is secure when not in use.
- Medication for conditions such as asthma is kept accessible to adults within reach in the Classrooms/Classroom Offices.
- A record sheet is completed when medication is given and signed off by at least two qualified staff members.
- This record will always include a member of the child's Class Team, Extended Services Team and the First Aid Officer.
- All unused medication will be returned to the parent or carer for disposal at the end of the course or when a child leaves Battledown Centre for Children and Families.
- In the absence of a signed Medical Consent Form, requests for staff to administer medication must be made before the child is sent to school. Parents must telephone and ask to speak to the Class teacher or a member of the Senior Leadership Team to seek agreement. The parents should advise the name of the

medication, the reason it is required and confirm the recommended dosage it needs to be taken in school. Parents/carers will be asked if it necessary for the medication to be given in school instead of at home. Permission will be given for one day only and parents should undertake to complete the Medical Consent Form and return it to the Centre the following day.

Supporting pupils at school with medical conditions

Children attending Battledown Centre for Children & Families with a medical condition that requires the administration of emergency medication will have a protocol completed by a healthcare professional.

Training will be given by a healthcare professional to all relevant staff in the management of the child's medical condition and the administration of medication as outlined in the protocol, signed and shared by parents.

Relevant staff will be briefed on the child's medical condition where necessary, including lunch-time supervisors and supply staff.

Emergency medication will be stored in an orange 'medipac' bag and will include a photo of the child and copy of the protocol. The medication will be kept in a safe accessible place. All staff will know where the medication is kept.

A risk assessment will be carried out for the child for off site visits.

See DFE publication relating to Supporting pupils at school with medical conditions.

This policy is to be reviewed every 3 years as part of a rolling programme.



BATTLEDOWN CENTRE FOR CHILDREN AND FAMILIES

MEDICATION CONSENT FORM

Name:	D.O.B:
Address:	
Medication/Drugs:	
Dose(s):	
Time(s) to be given:	
ANY KNOWN ALLERGIES:	
ANY OTHER INSTRUCTIONS:	

- All medicines must come to school in the original container from the pharmacist, with the name and dosage clearly labelled.
- Any medication in an unlabelled container will **NOT** be given.
- Any medication **NOT** identified on the medication consent form or notified to the Headteacher/Deputy by phone, will not be given.

All medication will be given by at least 2 qualified members of staff. Details of medication given will be recorded on the Medication record and signed by both staff members.

I _____ give permission for persons named below to administer my child's medication.

Parents/Guardian Signature: _____ Date: _____

Name in Block Capitals: _____
Parent/Guardian, person with parental responsibility.

Contact Telephone Number: _____

Emergency Contact Telephone Number: _____

Senior Management Team Signature: _____