

# Kirkby Malzeard Medication Procedures

*Only prescribed medication with specific timings and dosage can be administered by school. If staff are unsure, due to special circumstances, please see either Andrea Peacock or Becky Wolfe who will make the decision. We **do not** accept 'just in case' medication unless it is written into a health care plan and signed off by a medical professional.*

## Medication Arriving in School:

- Medication can only be brought in by a parent/carer (children cannot be responsible for handing the medication in).
- A **consent form** must be filled out before any medication can be administered – It is essential that this form is filled out in **full** and must include dosage, method and timing. The form is to be placed in the office medical file.
- Medication is to be taken to the school office only and given to admin staff with full packaging and guidance leaflet – admin staff to be available in the office between 8:30-9:15am.
- Medication must be signed in on the day's medication register every time we accept it in to school. When signing in please check there is an appropriate consent form which is still in date – found in the office medical file. If this is not the case then one must be filled in before accepting the medication.
- If medication is to be staying in school, and not brought in everyday, this must be noted on to the next day's medication register.

## Medication Leaving School:

- Medication must only be given to a parent/carer (children cannot be responsible for taking their medication).
- Medication can be picked up from the school office between 3:15-3:30pm. Mrs Stoodley will be in the office at this time.
- Medication must be signed out of the day's medication register.
- Please ensure the parent/carer confirms you have given them the correct medication before they sign it out.

## Administering of Medication:

- Details of medication to be administered can be found on the daily medication register.
- Medication is to be administered by the admin staff. If the timings for any medication do not match the working hours of the member of staff, the class teacher must be informed of the medication dosage and timings and a reminder is to be written onto the daily message board in the staffroom. The class teacher will then organise who will administer the medication.
- Administering of medication is to be witnessed by the class teacher (or a nominated staff member decide by the class teacher) so they can precisely report back to parents. The admin staff are to locate the teacher before administering and they will be the witness.
- Medication **MUST** be witnessed by another member of staff at all times and recorded on the medication administration record.

### **Whizz Kids:**

- Children who attend 'Whizz Kids' on a morning will be able to hand over their medication to the club leader (Mrs Wilcox). The club leader will be responsible for transferring the information to the whole school medication files and registers as soon as the children have been sent into class.
- The leader of the after school 'Whizz Kids' (Mrs Wilcox/Mrs Blakey) will be responsible for cross referencing their club register with that day's medication register to see if any medication needs to be sent home that evening. The medication and signing out register are then to be taken over to whizz kids to return the medication to the parent/carer. It is still the responsibility of the parent to remember to ask for it to be returned. The register is to be returned to the office at the end of the club.

### **Children who arrive on the school bus:**

- Children cannot be responsible for handing their own medication in and therefore are not able to bring the medication with them on the bus.
- The parents/carers will need to make arrangements to bring the medication in to the office and to pick it up at some point during the day. All the same procedures apply to signing in/out.

### **Additional information:**

- Inhaler information is to be kept in the class medical file (kept in classrooms). Every inhaler administration is to be recorded in this file. Class teachers are responsible for keeping in touch with parents/carers about any administration.
- Children who have frequent/regular medication will have a health care plan which outlines their requirements. The record of administration of this medication will be kept in the class medical file. Copies of the health care plans can be found in the office medical file and the class medical file.

**It is vital that everyone follows these procedures precisely to ensure our children's safety. If there are any uncertainties then Andrea Peacock or Becky Wolfe will make a final decision.**

*In the case of a medical emergency the office medical file, daily medication register and the class medical file need to be gathered to provide information to any medical professionals.*