

**Yeadon Westfield Infant School**  
**Medication in School Policy**

*This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment. This policy should be read in conjunction with all other school policies.*

**2017**

**Review 2020**

Introduction

All parents are informed in the school prospectus that medication cannot be given by staff in school. Periodically, parents will be reminded by letter of the school policy.

There are, however, certain times when arrangements will have to be made for children requiring medication throughout the day.

In order to safeguard children and staff there have to be guidelines with regard to administration and storage of medication in school.

Occasional Medication

If a child requires medication not covered by the regulations below to be administered during school hours, then a parent/carer may come into school and complete a form. This will only happen when the medication has been prescribed by the doctor to be taken four times a day.

Regular Medication

- Written confirmation should be obtained from a doctor stating that the child needs to take the medicine during school hours [this is in the form of the label attached by the pharmacist to the medication]
- There must be clear written instructions about when the medicine should be administered and the dosage required.
- The parent or responsible adult must bring the medication into school. It should not be brought in by the pupil. However, instances may occur where pupils adequately administer their own medication for Diabetes, Asthma, etc.
- The medication must be clearly labelled indicating the contents and must show the dosage required and the patient's name.
- The head teacher will consider the period for which the medication is applicable. Medication must not be left lying about, but be kept secure. (In some circumstances pupils may look after their own medication, e.g. asthma, with prior arrangement with the head teacher or class teacher.)
- A qualified member of staff will be named to help if necessary with the medication, by prior arrangement with the head teacher, and they will be fully briefed on what to do.
- Whenever a multiplicity of medication is prescribed, great care should be taken, with clear written instructions received on what to do.
- Each time medication is changed, clear written instructions should be obtained and old or out of date medicines returned to the parent promptly.
- Injections should only be given by a doctor or a registered nurse, except for insulin which will be administered after appropriate training for staff.

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- The school doctor or nurse, and also the pupil's parent or G.P, should be consulted if any difficulties arise.
- A record will be kept of children requiring medication in school.

#### Related policies

This policy should be read in conjunction with the following policies:

- Management of drug related incidents
- Health and Safety
- Equalities
- Inclusion
- Child Protection