



Thorpepark Academy

Administrating medicines Policy



1	Summary	Administrating medicines policy			
2	Responsible person	Caroline Knight			
3	Accountable SLT member	Britta Dickinson-Fry			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Staff			
6	Who has been consulted and recommended policy for approval	Governors and SMT			
7	Approved by and date	Governors September 2023			
8	Version number	3			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)	First Aid policy Supporting children with medical needs policy			
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	October 2023			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input type="checkbox"/> N			



1. Policy statement

We place the child's well-being at the very core of the ethos of our setting. Staff are first aid trained but it is not a compulsory part of their job to administer medicine, and we respect the agreement and decision made by each individual member of staff. There will, however, always be staff willing to administer medicine onsite.

2. Aim

It is our aim to safeguard and maintain the well-being of all children at Thorpepark and the staff who look after them. Thorpepark works in partnership with parents and information sharing in regarding medical needs is vital. Staff respect and are aware of cultural, ethical or religious reasons which may relate directly to the administration of medicine.

3. Procedure

The following procedure must be adhered to by parents and staff for the health and well-being of all children in the administration of medicine:

1. The school requires written consent in advance from parents which clearly shows the date, dosage and expiry date. The label must have the name of the child on it. If the medicine has not been prescribed for the child, staff will not administer it.
2. All medicines will be stored away from the children. This could be in the staff fridge, locked cupboard or main office.
3. The school requests that all medicines which are non-prescriptive, such as Calpol, are accompanied by a form which is signed by the parents. The form indicates when the child last had the medicine, and the dosage and frequency required. As the medicine is non-prescribed, parents will sign a disclaimer to say that they are happy for staff to administer the medicine without having first sought medical consultation. We cannot give aspirin to a child unless prescribed by a medical professional.
4. If a child seems unwell or has a temperature staff will contact the parent/carers. Parent/carers can give permission for staff to administrate (infant calpol) if they wish as long as they agreed consent on the registration form.
5. The staff will administer non-prescribed medication for a maximum of 2 days, after which time they will no longer be able to continue giving the medication. At any time during the 2 days, if the staff deem that the child's health has deteriorated or they have concerns for his/her health, the parent/carer will receive a telephone call to



collect the child (or make arrangements for the child to be collected by another named person).

6. Any medicine administered is recorded accurately in the medicine log book by the member of staff.
7. Written permission is required for emergency treatment of chronic illnesses, such as asthma where inhalers may need to be given on a long-term basis.
8. Staff will be asked to attend training to meet specific needs concerning administration of medicine, or other health related matters.
9. In an emergency situation, an ambulance will be called for and parents informed immediately. Any child that has specific medical needs will have an individual health plan (IHP). The manager will make sure all staff require the necessary training to support and care any child with a medical need.

4. Monitoring

The Head of School will monitor staff to ensure the procedures are being carried out, and that they are clear to all. Staff will be asked to feedback at meetings any areas of concern or to identify training require to fulfil their role.

5. Review

The policy will be reviewed yearly.