

# BRIDGEWATER SCHOOL

WORSLEY, MANCHESTER

M28 2WQ

## **WHOLE SCHOOL POLICY FOR THE ADMINISTRATION OF MEDICATION**

**SCOPE:** This policy covers all pupils attending Bridgewater School, including those in EYFS and any using the school's Early and Late Clubs. In order to address all our pupils' needs, separate procedures may be appropriate for EYFS, Prep or Senior children. Where this is the case, the relevant procedure is attached.

At Bridgewater School, we wish to ensure that pupils with medication needs receive appropriate care and support whilst at school.

**Please note that we advise parents to keep their children at home if acutely unwell or infectious. We take advice from the UK Health Security Agency.**

Parents are responsible for providing the School with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written/emailed instructions from the parent/carer/guardian and all medication labelled providing specific administration details.

Staff will not give a non-prescribed medicine to a child unless there is specific prior written/emailed permission from the parent/carer/guardian. Where there is not (for example for paracetamol/calpol) a call to a parent is made to ask permission and logged.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Each item of medication must be delivered to the Prep class teacher, in normal circumstances by the parent, or by the pupil for children in KS2. KS3, KS4 and KS5 should hand in the medication to the main office in Seniors, in a secure and labelled container, must be as originally dispensed.

**Each item of medication must be clearly labelled with the following information:**

- Pupil's Name.
- DOB

- Name of medication.
- Dosage.
- Frequency or time of administration.
- Storage requirements (if important)
- Warning labels.

The school will not accept any medication that is not labelled with instructions or if the medication or dose cannot be identified due to it being cut from the original packaging.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

It is the school's responsibility to store the medication in a safe place and according to the label on the medication, i.e. a fridge, locked cupboard / room.

The school will not make changes to dosages on parental verbal instructions; if changes are required it must be in writing or emailed and signed by the parent / carer/ guardian. If non-prescription medication is required ONLY the dose on the medicine pertaining to the child's weight or age will be given. A written request and the medication must be supplied by the parent / carer /guardian.

The date expired medication or medication no longer required to treat the child will be returned immediately to the parent to return to a community pharmacy. The parent / carer / guardian will be expected to collect the medication from the school for safe disposal.

For each pupil with long-term or complex medication needs, the Head Teacher, in conjunction with the SENCO and the appropriate health professionals, will ensure that a Medication Plan is drawn up and followed.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

## **PREP DEPARTMENT**

Medication is to be kept in a secure place, out of the reach of pupils. Unless otherwise indicated, all medication to be administered in school will be kept in a locked cabinet within the staff room. If medicine requires keeping cool, it will be kept in the staff room refrigerator. Medication that is part of a medication plan may have to stay in class in a secure place.

Medication stored in a fridge must be separated from other products / food in the fridge using a secure container with a lid. The temperature of the fridge should be checked regularly and recorded to ensure there are no temperature excursions that may denature the

medication. If a temperature excursion occurs above 8 degrees or below 2 degrees Celsius contact the parent so they can take advice on the viability of the medication.

If a child is prescribed an epipen, store in a secure place but must be easily accessible as this is an emergency intervention.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day.

If a child is given a higher or lower dose of medication the parent must be informed as a matter of urgency so advice can be obtained and the incident recorded.

A wristband is given to a pupil who has received medication. The wristband will have recorded on it the time and dose given to the child. Parents must be informed on the same day or as soon as reasonably practicable where medicine has been administered. The administration of medication is also recorded and these documents are stored in the First Aid cabinet.

### **Asthmatics**

All pupils who are registered on SIMS as having asthma should have an inhaler in school. These inhalers are stored in a class boxes and held in green medical bag that is kept within the Prep department and are taken outside whenever the children are outside. This includes both morning and lunch breaks, late club and school trips.

The office check that inhalers are in date. This information is detailed in the Prep Shared Drive and updated on SIMS regularly.

In the event of a child, with no inhaler, having an asthma attack an emergency inhaler can be used. Spare inhalers are kept in the School Office, in the Prep Medicine Cabinet and in the Sports Office. If symptoms persist call 999 immediately.

Emergency inhalers will have data recorded regarding their expiry date; the dose taken should also be recorded to enable accurate assessment of when an emergency inhaler is replaced. Inhalers have disposable mouth pieces.

The staff within EYFS keep a log of their children's medication and when it is administered in their classrooms. All inhalers are locked away with the medicine. The EYFS staff oversee the completion of this log. Staff write the name of the child requiring medication each day on a RED notice near the teacher's desk. One member of staff must witness the administration of any medication in EYFS.

Parents / carers /guardians must give permission for the administration of daily medicines (eg. antibiotics) on a daily basis. The parents must be informed that the child has been given medicine on the same day or as is reasonably practicable.

## **Key Stages 1 and 2**

The Head Teacher will accept responsibility in principle for members of the Prep staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

Prep staff record all administrations of medication (see attached proforma), which they will have available for parents. This is kept in the locked storeroom and is checked regularly by the Deputy Head. The sheets are kept until the end of the academic year and then destroyed.

Where it is appropriate to do so; for example, with older children, pupils will be encouraged to administer their own medication under staff supervision.

When a child in KS1 and 2 has been administered, they are given a wristband to wear with confirmation of the administration of the medication along with the time it was given/taken.

## **SENIOR DEPARTMENT**

Students must hand all medication to a member of the office staff for safekeeping during the day. All medicines are kept in the locked medicine cabinet in the First Aid Room unless they require keeping cool, in which case they are kept in the office fridge.

Students must not carry any form of medication about their person on the school site during the day, with the exception of an inhaler for the relief of asthma. All Senior Students should have a 'spare' inhaler stored in the school office. These are dated and requests for new ones are sent home as an inhaler's lifespan expires. Where no inhalers are received, further requests are sent out and contact is made by a member of the SLT. The office also carries spare inhalers for emergency use.

Students are responsible for administering their own medication at the correct time and need to report to the office to do so.

At the end of each academic year, a medical information/consent form is sent home requesting medical and contact information. Parents are asked to return this to school in advance of the start of the new academic year. The form requests permission to administer paracetamol/ibuprofen if required whilst on low risk educational visit, day trip or off site sporting activity. A separate form is required for high-risk education visits and residential. If a student reports to the office feeling unwell, during the school day a First Aider will decide if paracetamol is appropriate. If so a phone call home will be made, confirming the permission and to check whether the student has taken some paracetamol before school.

If ibuprofen is required follow the procedure above and ensure the child has eaten as this drug irritates the stomach and should not be given to children with asthma.

The school office will keep records of all administrations of medication (see attached proforma).

In the event of an emergency – seek help- staff should not send a child unaccompanied nor with another student to the office to get their spare inhaler- but must have phone with them

for emergency contact if they cannot go with the child to ensure that child is never out of sight.

**Reviewed by the Head Teacher and Senior Management Team – March 2025**



**ADMINISTRATION OF MEDICATION – PREPARATORY DEPARTMENT**

Date	Name	Class	Medication	Dose	Time	Administered by	Witnessed by

# MEDICATION LOG

Pupil Name	Medication	Date & Time	Person Called or Letter Authorisation				Qty	
							1	2
	Paracetamol	/ /	Mum	Home	Mobi	Work		
	Other	am	Dad				Dose	
Staff Initials		pm	Letter					
Pupil Name	Medication	Date & Time	Person Called or Letter Authorisation				Qty	
							1	2
	Paracetamol	/ /	Mum	Home	Mobi	Work		
	Other	am	Dad				Dose	
Staff Initials		pm	Letter					
Pupil Name	Medication	Date & Time	Person Called or Letter Authorisation				Qty	
							1	2
	Paracetamol	/ /	Mum	Home	Mobi	Work		
	Other	am	Dad				Dose	
Staff Initials		pm	Letter					
Pupil Name	Medication	Date & Time	Person Called or Letter Authorisation				Qty	
							1	2
	Paracetamol	/ /	Mum	Home	Mobi	Work		
	Other	am	Dad				Dose	
Staff Initials		pm	Letter					
Pupil Name	Medication	Date & Time	Person Called or Letter Authorisation				Qty	
							1	2
	Paracetamol	/ /	Mum	Home	Mobi	Work		
	Other	am	Dad				Dose	
Staff Initials		pm	Letter					
Pupil Name	Medication	Date & Time	Person Called or Letter Authorisation				Qty	
							1	2
	Paracetamol	/ /	Mum	Home	Mobi	Work		
	Other	am	Dad				Dose	
Staff Initials		pm	Letter					
Pupil Name	Medication	Date & Time	Person Called or Letter Authorisation				Qty	
							1	2
	Paracetamol	/ /	Mum	Home	Mobi	Work		
	Other	am	Dad				Dose	
Staff Initials		pm	Letter					
Pupil Name	Medication	Date & Time	Person Called or Letter Authorisation				Qty	
							1	2
	Paracetamol	/ /	Mum	Home	Mobi	Work		
	Other	am	Dad				Dose	
Staff Initials		pm	Letter					
Pupil Name	Medication	Date & Time	Person Called or Letter Authorisation				Qty	
							1	2
	Paracetamol	/ /	Mum	Home	Mobi	Work		
	Other	am	Dad				Dose	
Staff Initials		pm	Letter					