

# Yarlet School

## Policy for Administering Medicines (Including Boarding and EYFS)

1. This policy details the effective management system to support individual children with medical needs. The school keeps written records of all medicines administered to children, and, where necessary, informs parents. The school obtains permission from parents before any medication is given.
2. The school ensures that we have sufficient information about the medical condition of any child with long-term medical needs. We ask parents about the medicines that their child needs to take and request that they provide details of any changes to the prescription or the support required. If the administration of prescription medicines requires technical/medical knowledge, then individual training is provided for staff from a qualified health professional. Training is specific to the individual child concerned.
3. Medicines should not usually be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist. Non-prescription medication, for example, for pain and fever relief or mild allergies may be administered, but only with the prior consent of the parent and only when there is a health reason to do so. A child under 16 should never be given medicines containing aspirin unless it has been prescribed for that child by a doctor. Any member of the SLT, Boarding House Parent, Boarding Supervisory Member of Staff, Tutor or School Secretary can administer medicines. All medicines coming into school should be clearly labelled. This includes children's inhalers.
4. Medicines must be handed to a member of staff on a pupil's arrival at school. Medicines are then stored in accordance with produce instructions and in the original container in which dispensed. Medicines must be kept where pupils cannot access them. They should include the prescriber's instructions for administration.

Signed:



Date: **September 2020**

Review Date: **September 2021**